

EXISTING CONDITIONS

Location: City Center, Floor 6
Bowen Building, Floors 2-6

Individual Workspace: Offices



Associate Directors and above are accommodated in offices. Offices vary in size due to the configuration of the building and a limited number of offices are shared. However, offices can be summarized into two basic categories:

- 240SF office – Vice President- and Managing Director-level, or equivalent.
- 120SF office – Director- and Associate Director-level, or equivalent.

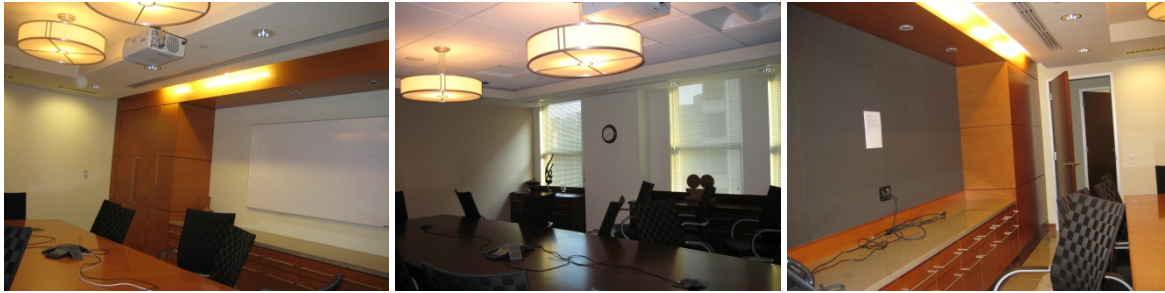
Offices in the CEO suite are larger than standard offices.

Individual Workspace: Workstations



Workstations are typically 80SF and have two configurations: a bullpen layout (no partition between two workstations) and individual workstations with partitions on all sides.

Shared Space: Conference Rooms



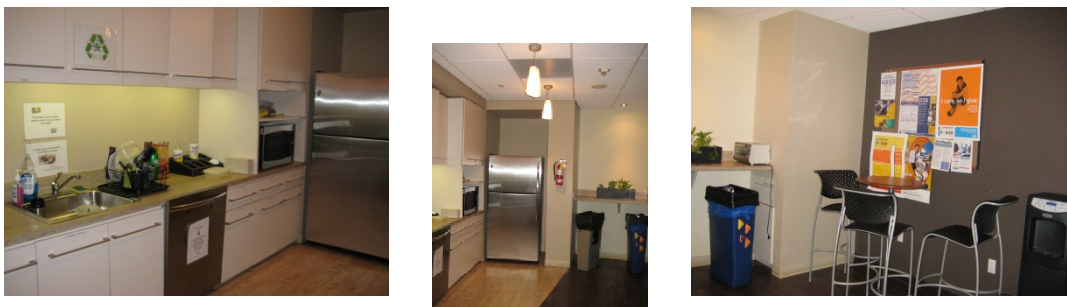
On each floor, medium-sized conference rooms are shared by MCC departments and divisions. These formal conference rooms accommodate 10-12 people and have video and teleconference (VTC) capabilities. The finishes in these rooms are high-end and include wood for storage cabinets/drawers, stone for counters, and translucent glass for doors and walls. The whiteboards in conference rooms are highly utilized. Conversely, the storage cabinets and drawers are not typically used.

Shared Space: Print and Work Rooms



One print/work room is shared per floor. In general, equipment in the print/work room includes 2-3 high volume printers/scanners, a fax machine, a high volume shredder, and bins for recycling. This room is also used to store office supplies, as a collection area for packages that need to be delivered, and as a production area for documents.

Shared Space: Pantries



One pantry area is shared per floor. A typical pantry includes a refrigerator, microwave, sink, dishwasher, a vending machine and tables/seats for 2-3 people.

Special Space: Conference Area and Training Center



The conference center on the 2nd floor of Bowen includes one large meeting area that can be subdivided into three smaller conference rooms. In addition, the conference center also includes two more conference rooms (large- and medium-sized) and a reception area. The training center on the 6th floor of City Center includes a training room that accommodates 30-40 people, two conference rooms, a storage room, and a pantry. All non-MCC employees that use the training center at City Center require an escort.

Others Spaces and Notes:



The cafeteria is located on the 2nd floor of Bowen. It is currently being used as overflow storage.



The general storage area on the 2nd floor of Bowen is near its maximum capacity.



The print workshop is located in a retrofitted space. The space requires a better configuration to accommodate large carts.



In general, informal collaboration areas and distributed storage are underutilized. The security screening area on the 2nd floor of Bowen has never been used.

Amenities and Notes:



Amenities include:

- Sundry store – City Center.
- Gym and lockers – Bowen, City Center.
- Garage parking – Bowen, City Center.
- Access to roof top – Bowen.

SURVEY

HOK generated a survey to be distributed to and completed by each MCC employee. The survey had a response rate of 39%, with 141 total responses out of the 360 employees.

The survey analysis breaks down the question responses into the following categories:







- By building (Bowen vs. City Center)
- By work space type (Office vs. Workstation)
- By department (A&F, CEO, DCO, CPA, DPE and OGC)
- By commute

The unfiltered survey results immediately follow the survey analysis.

BY BUILDING (BOWEN VS. CITY CENTER)

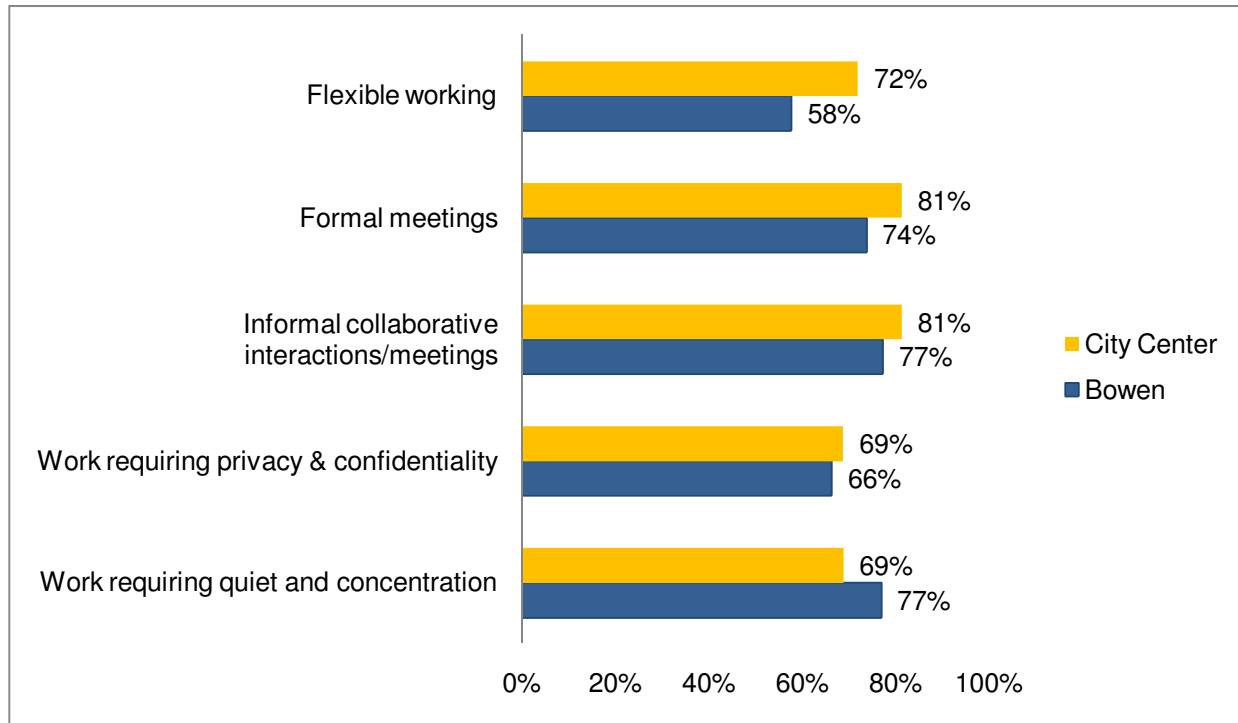
When broken down by building (Bowen vs. City Center), most survey responses varied by only a few percentage points per question. The overall ratings of the two office environments showed 84% satisfaction with City Center, and 83% satisfaction with Bowen. The greatest differences in responses were in the categories of group or shared storage and filing, expression of agency mission, natural light, and temperature fluctuations—with City Center employees responding with about 20% greater satisfaction than Bowen employees.

Question 7—What are the most important aspects of your overall current office environment?

Bowen		Response Percent
Privacy		59%
Having your own assigned workspace		52%
Natural light		42%
		Total Respondents 104
City Center		Response Percent
Privacy		59%
Location (amenities/transportation/home)		59%
Having your own assigned workspace		47%
		Total Respondents 32

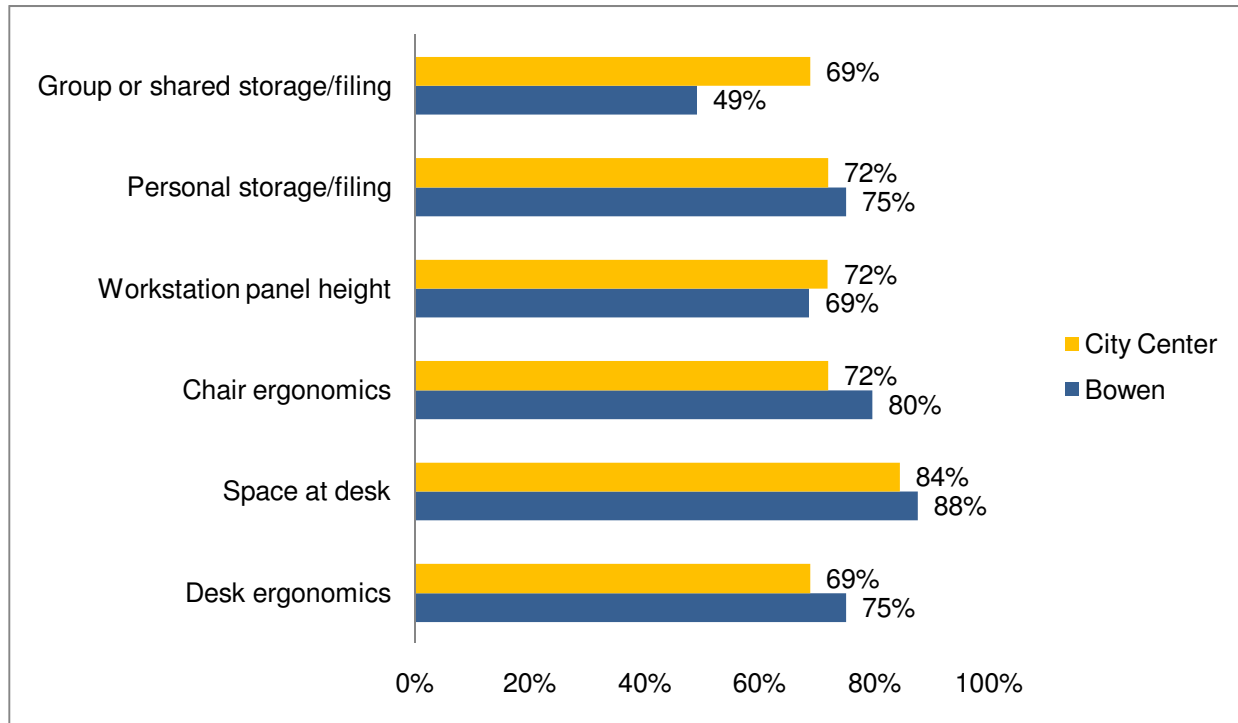
Question 8—How does your current work environment support the following activities?

(Percentages derived from the “very well” and “well” categories combined)



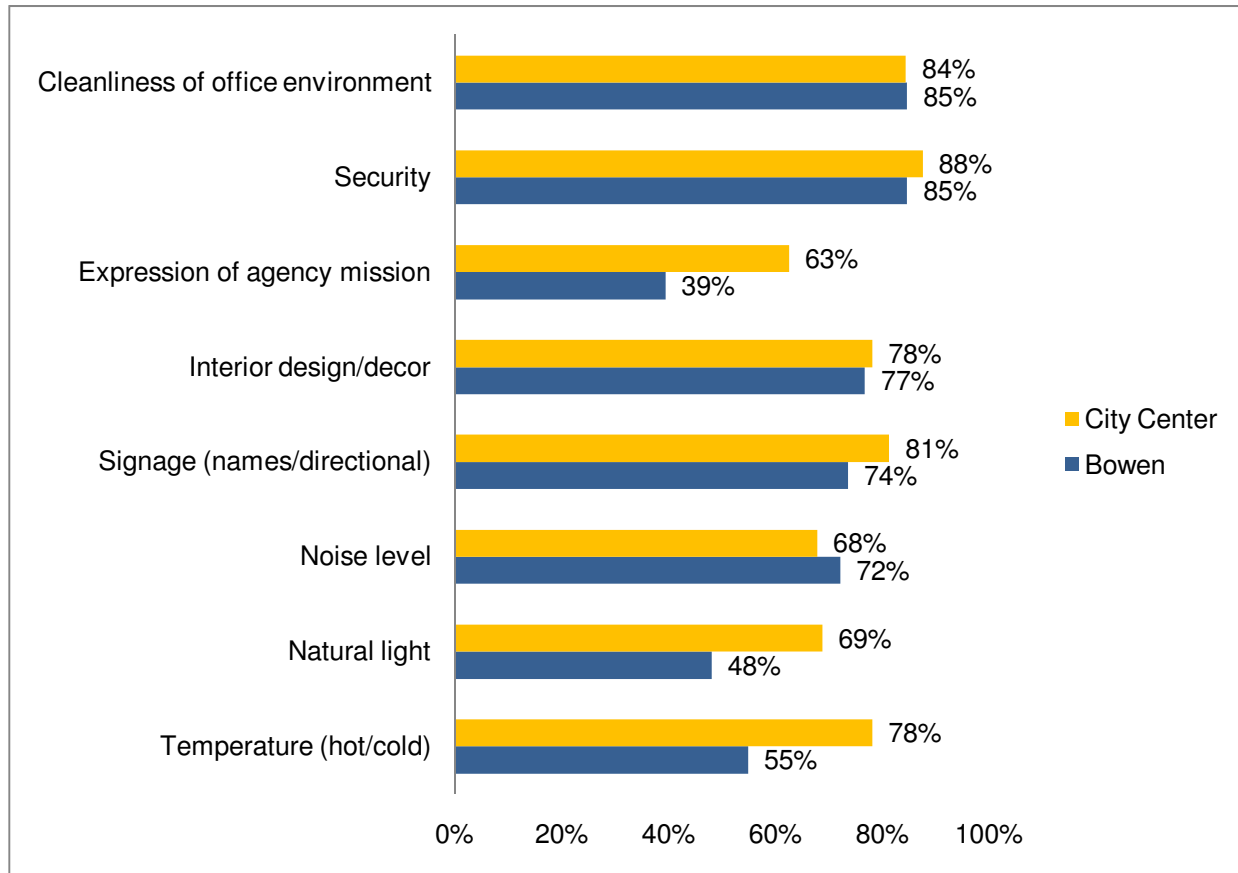
Question 9—How do you rate your furniture in terms of satisfaction?

(Percentages derived from the “very satisfied” and “satisfied” categories combined)



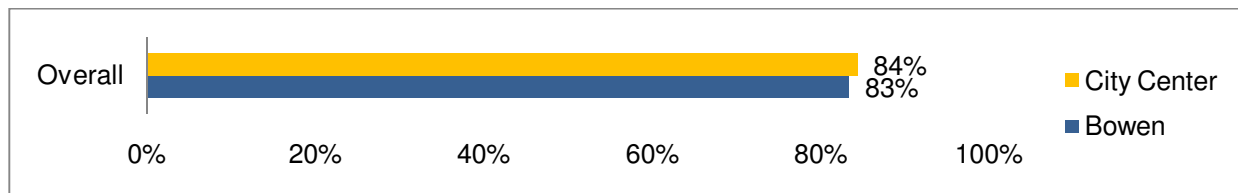
Question 10—How do you rate the office environment in terms of satisfaction?

(Percentages derived from the “very satisfied” and “satisfied” categories combined)



Question 12—How do you rate the office environment overall?




(Percentages derived from the “very satisfied” and “satisfied” categories combined)







BY WORK SPACE TYPE (OFFICE VS. WORK STATION)

The survey results were broken down by work space type (private office vs. open workstation) to gain a better understanding of work setting preferences. MCC employees who sit in workstations rated their ability to conduct work requiring privacy quite low—at only 8%, compared to the 94% ability of those who sit in private offices. When asked to rate the overall office environment, employees who sit in private offices gave it a 90%, whereas employees who sit in workstations gave it 67%.

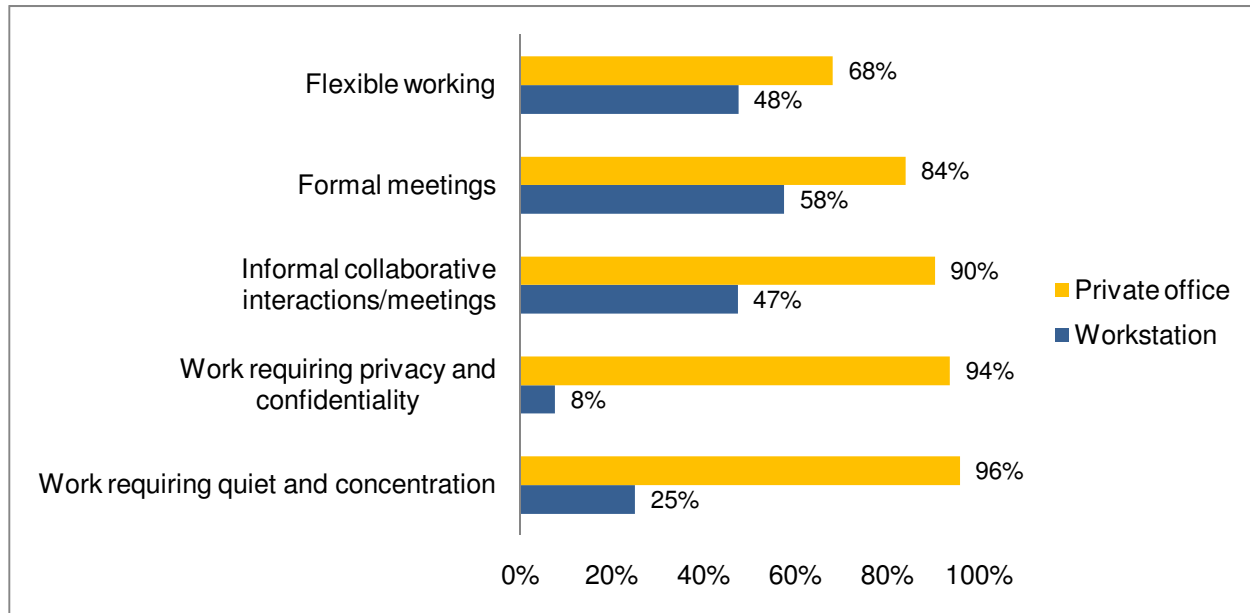
Question 7—What are the most important aspects of your overall current office environment?

Workstation		Response Percent
Ergonomics and comfort		40%
Location (amenities/transportation/home)		58%
Having your own assigned workspace		58%
		Total Respondents 40

Private Office		Response Percent
Privacy		70%
Available current technology (computers, smartphones, mobile phones)		38%
Location (amenities/transportation/home)		38%
Having your own assigned workspace		49%
		Total Respondents 94

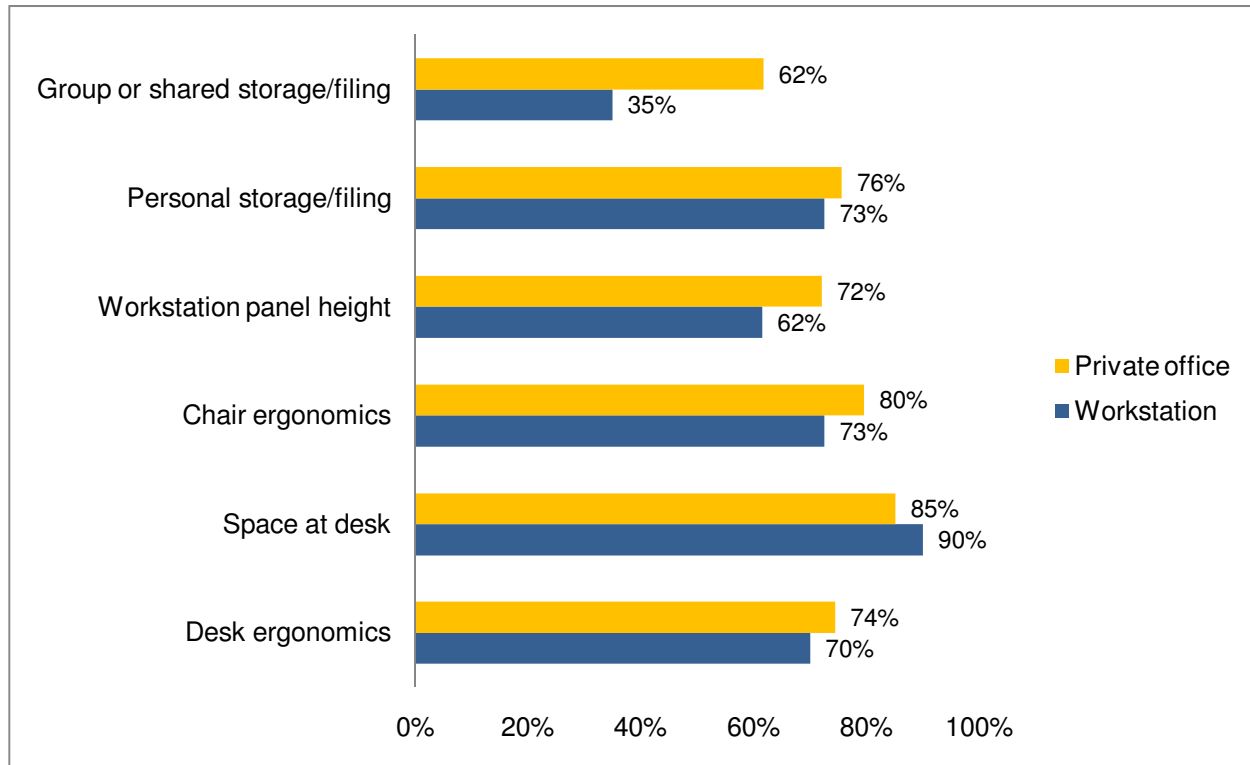
Question 8—How does your current work environment support the following activities?

(Percentages derived from the “very well” and “well” categories combined)



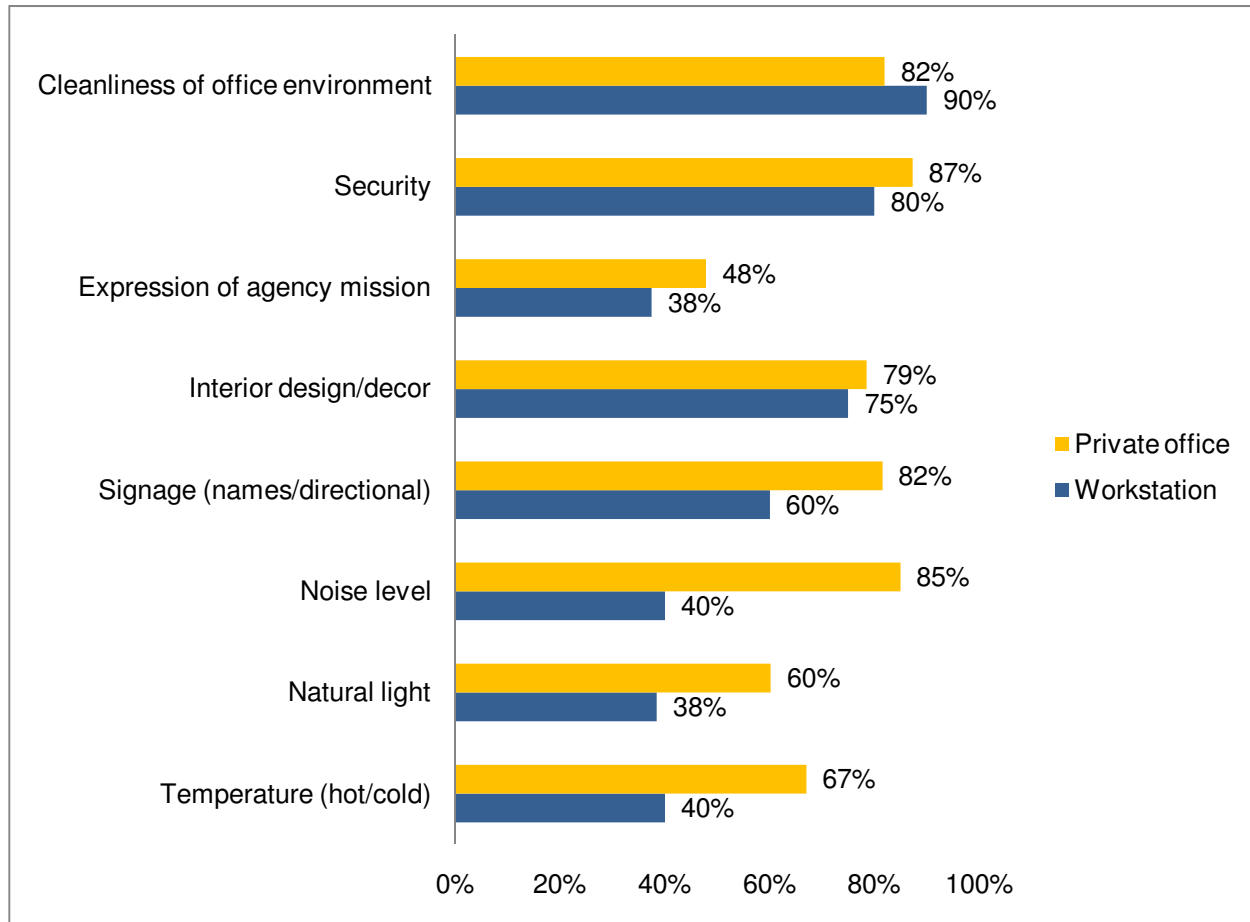
Question 9—How do you rate your furniture in terms of satisfaction?

(Percentages derived from the “very satisfied” and “satisfied” categories combined)

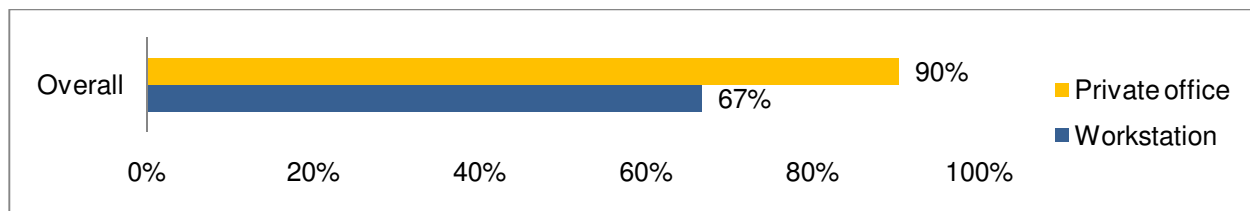


Question 10—How do you rate the office environment in terms of satisfaction?

(Percentages derived from the “very satisfied” and “satisfied” categories combined)



Question 12—How do you rate the office environment overall?



Question 15—If you had the proper tools, training and management support, how many days per week could you spend working from home?

Workstation		Response Average
		3.08
Total Respondents		40
Private Office		Response Average
		4.4
Total Respondents		92

BY DEPARTMENT

While the responses varied when broken down by department, there were common themes among MCC groups. Privacy was noted by each department as being one of the top three most important aspects of their office environment—followed closely by having their own assigned work space, location, appropriate noise levels and available technology. MCC-wide, employees are mostly satisfied with their office environment (43%), with 11% who are neutral about the environment, and only 1% who is dissatisfied.

Question 7—What are the most important aspects of your overall current office environment?

A&F		Response Percent
Privacy	<div></div>	55%
Location (amenities/transportation/home)	<div></div>	53%
Having your own assigned workspace	<div></div>	50%
		Total Respondents 38
CEO		Response Percent
Privacy	<div></div>	80%
Appropriate support spaces	<div></div>	60%
Having your own assigned workspace	<div></div>	60%
Appropriate noise levels	<div></div>	60%
		Total Respondents 5
DCO		Response Percent
Privacy	<div></div>	56%
Having your own assigned workspace	<div></div>	54%
Natural light	<div></div>	44%
		Total Respondents 63
CPA		Response Percent
Privacy	<div></div>	80%
Available current technology (computers, smartphones, mobile phones)	<div></div>	40%
Location (amenities/transportation/home)	<div></div>	60%
Having your own assigned workspace	<div></div>	40%
Appropriate noise levels	<div></div>	40%
Natural light	<div></div>	40%
		Total Respondents 5
DPE		Response Percent
Privacy	<div></div>	57%
Having your own assigned workspace	<div></div>	64%
Natural light	<div></div>	64%
		Total Respondents 14

OGC	Response Percent
Privacy	80%
Available current technology (computers, smartphones, mobile phones)	60%
Location (amenities/transportation/home)	60%
Total Respondents 10	

Question 12—How do you rate the office environment overall?

A&F

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	0%	0%	15.79%	39.47%	44.74%	38

CEO

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	0%	0%	0%	80%	20%	5

DCO

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	1.59%	1.59%	14.29%	55.56%	26.98%	63

CPA

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	0%	0%	20%	60%	20%	5

DPE

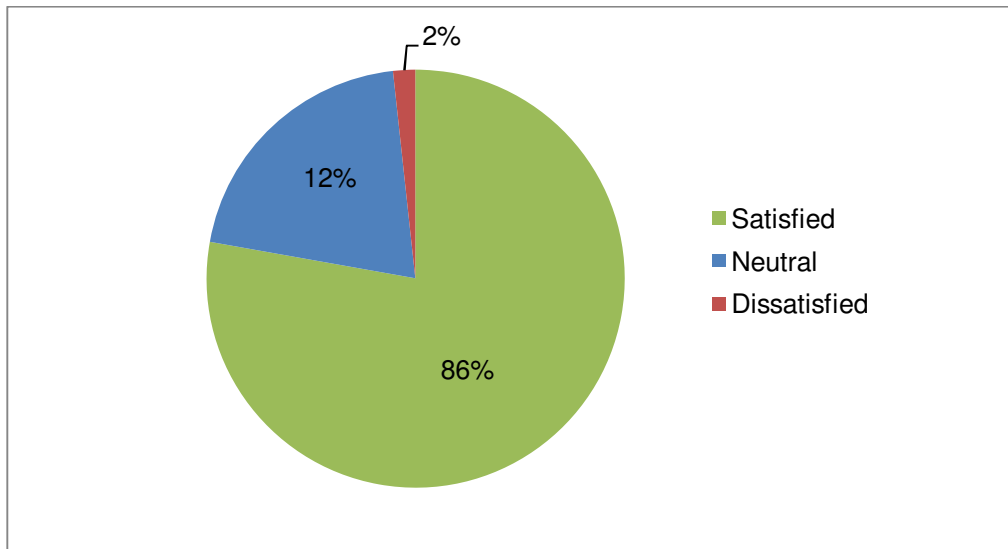
	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	0%	8.33%	8.33%	50%	33.33%	12

OGC






	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	Response Total
Overall	0%	0%	10%	30%	60%	10





Question 12 (continued)—How do you rate the office environment overall?






MCC-Wide









Question 13—What percentage of your work time is spent collaborating (virtual and/or face to face) vs. working alone?




A&F		Response Percent
0 - 20%		11%
21 - 40%		37%
41 - 60%		26%
61 - 80%		21%
81 - 100%		5%
Total Respondents		38

CEO		Response Percent
0 - 20%		20%
21 - 40%		40%
41 - 60%		20%
61 - 80%		20%
81 - 100%		0%
Total Respondents		5




DCO		Response Percent
0 - 20%		2%
21 - 40%		25%
41 - 60%		45%
61 - 80%		25%
81 - 100%		3%
Total Respondents		60




CPA		Response Percent
0 - 20%		20%
21 - 40%		40%
41 - 60%		0%
61 - 80%		20%
81 - 100%		20%
Total Respondents		5




DPE		Response Percent
0 - 20%		0%
21 - 40%		36%
41 - 60%		64%
61 - 80%		0%
81 - 100%		0%
Total Respondents		14




OGC		Response Percent
0 - 20%		0%
21 - 40%		50%
41 - 60%		30%
61 - 80%		20%
81 - 100%		0%
Total Respondents		10




Question 14—What percent of your typical *work week* is spent at the following?




A&F		Response Average
In an MCC office in Washington DC		95.68
Telecommuting from home		8.11
Traveling (off-site)		1.38
Total Respondents		38

CEO		Response Average
In an MCC office in Washington DC		98
Telecommuting from home		5
Traveling (off-site)		0
Total Respondents		5

DCO		Response Average
In an MCC office in Washington DC		85.32
Telecommuting from home		8.16
Traveling (off-site)		16.43
Total Respondents		62

CPA		Response Average
In an MCC office in Washington DC		97.4
Telecommuting from home		1
Traveling (off-site)		3.67
Total Respondents		5

DPE		Response Average
In an MCC office in Washington DC		82.14
Telecommuting from home		5.42
Traveling (off-site)		15.42
Total Respondents		14

OGC		Response Average
In an MCC office in Washington DC		95.5
Telecommuting from home		4.33
Traveling (off-site)		6.33
Total Respondents		10

Question 15—If you had the proper tools, training and management support, how many days per week could you spend working from home?

A&F

	Response Average
	3.6
Total Respondents	35

CEO

	Response Average
	1
Total Respondents	5

DCO

	Response Average
	2.29
Total Respondents	63

CPA

	Response Average
	1.8
Total Respondents	5

DPE

	Response Average
	3.54
Total Respondents	13

OGC

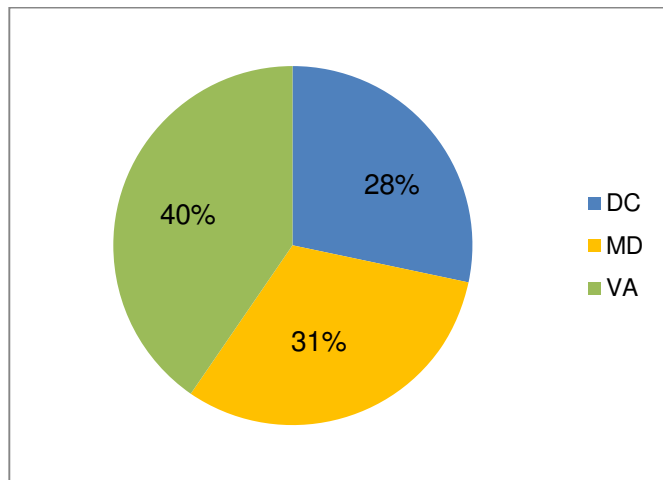
	Response Average
	3.7
Total Respondents	10

BY COMMUTE

While the majority of MCC employees commute from VA (40%), the distribution of employees who live in VA, MD and DC is fairly even. The survey results are consistent with the preference that MCC is located in downtown DC, or central to most of the commuter locations.

Question 20—Where do you commute from?

	Response Percent
DC	28%
MD	31%
VA	40%
Total Respondents 137	

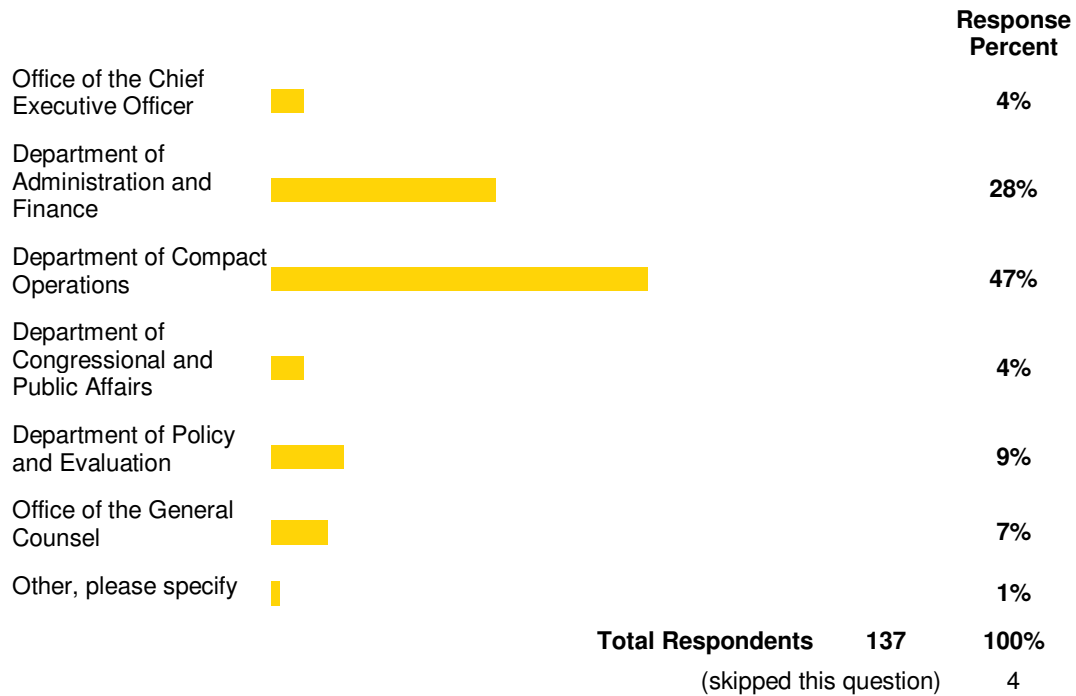


SURVEY RESULTS (COMPLETE)














Dates: July 21, 2011 to August 12, 2011

Responses: 141





1. What MCC department do you belong to?



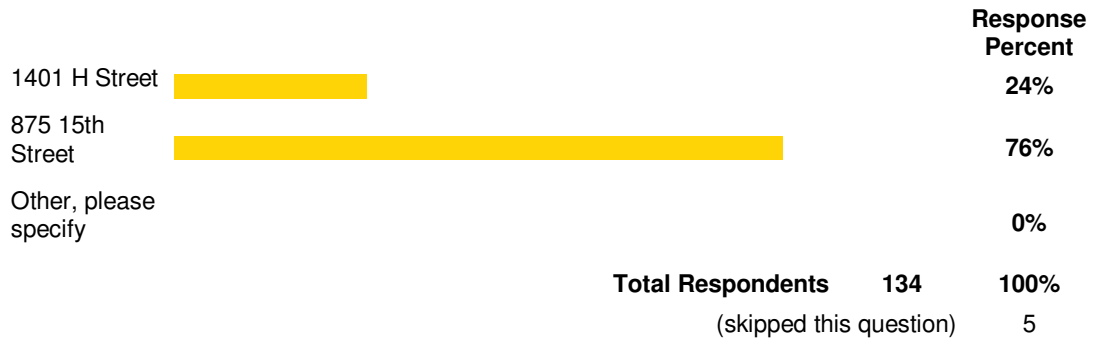
2. What is your role?

		Response Percent
Vice President/Deputy Vice President		1%
Managing Director		4%
Economist/Lead Economist		2%
Assistant General Counsel		4%
Senior International Attorney/International Attorney		2%
Director		25%
Associate Director		16%
Program Officer/Senior Program Officer		13%
Program Analyst		4%
Executive Assistant/Senior Executive Assistant		5%
Personal Service Contractor (PSC)		2%
Contractor		7%
Other, please specify		13%
Total Respondents	134	100%
(skipped this question)		7

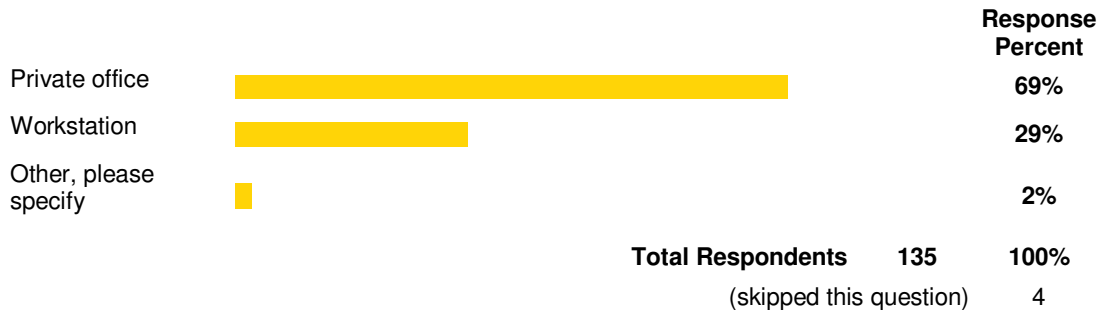
3. What is your employment status?

		Response Percent
Full-time equivalent		92%
Personal Services Contractor (PSC)		2%
Contractor		5%
Other, please specify		1%
Total Respondents	134	100%
(skipped this question)		5

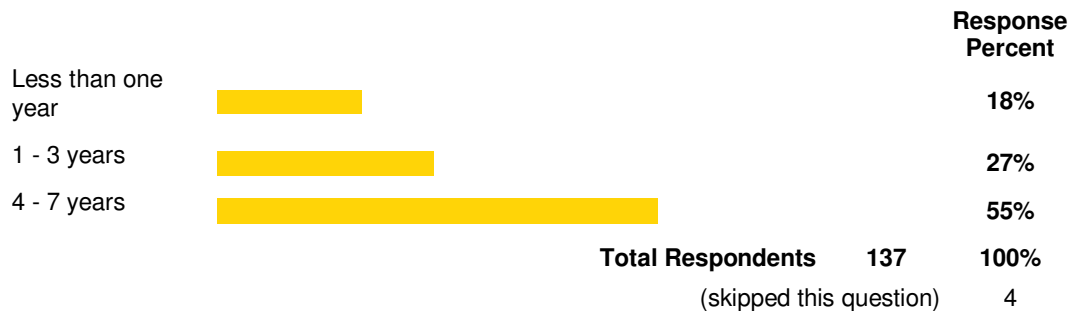
4. Which building is your primary workspace located?



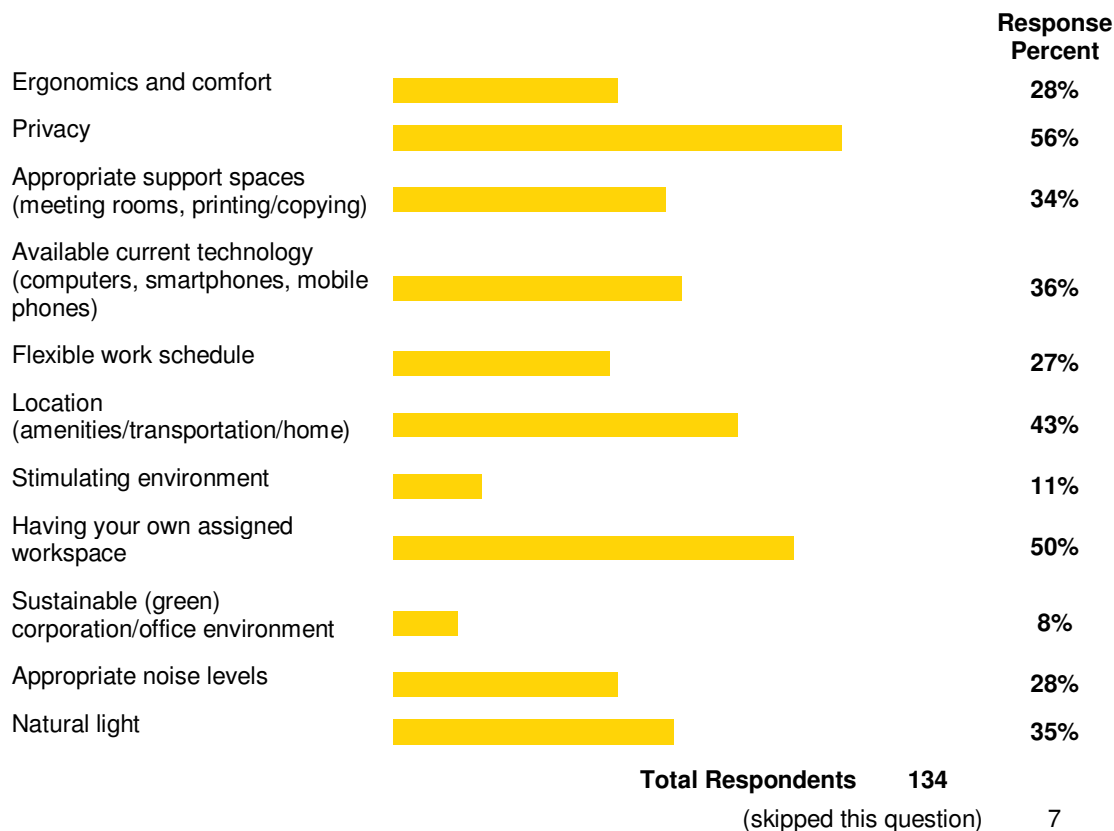
5. What type of individual workspace do you sit in?



6. How many years have you worked for MCC?



7. What are the most important aspects of your overall current office environment? (choose 3)



8. How does your current work environment support the following activities?

	very poor	poor	neutral	well	very well	N/A	Response Total
Work requiring quiet and concentration	6.87%	7.63%	8.4%	30.53%	45.8%	0.76%	131
Work requiring privacy and confidentiality	8.4%	15.27%	6.87%	20.61%	48.09%	0.76%	131
Informal collaborative interactions/meetings	2.34%	6.25%	10.16%	36.72%	43.75%	0.78%	128
Formal meetings	3.85%	8.46%	10.77%	34.62%	41.54%	0.77%	130
Flexible working	3.82%	5.34%	10.69%	25.95%	35.11%	19.08%	131
Total Respondents							131
(skipped this question)							10

9. How do you rate your furniture in terms of satisfaction?

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	N/A	Response Total
Desk ergonomics	2.29%	8.4%	13.74%	44.27%	29.77%	1.53%	131
Space at desk	0%	3.05%	9.92%	41.98%	45.04%	0%	131
Chair ergonomics	3.08%	6.15%	13.85%	42.31%	34.62%	0%	130
Workstation panel height	1.55%	10.85%	13.95%	44.96%	25.58%	3.1%	129
Personal storage/filing	1.53%	12.98%	10.69%	39.69%	35.11%	0%	131
Group or shared storage/filing	1.53%	3.82%	13.74%	32.82%	22.14%	25.95%	131
Total Respondents							131
(skipped this question)							10

10. How do you rate the office environment in terms of satisfaction?

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	N/A	Response Total
Temperature (hot/cold)	5.34%	13.74%	19.85%	44.27%	16.79%	0%	131
Natural light	9.23%	21.54%	13.08%	27.69%	26.15%	2.31%	130
Noise level	3.08%	8.46%	15.38%	49.23%	23.85%	0%	130
Signage (names/directional)	1.54%	4.62%	13.85%	55.38%	22.31%	2.31%	130
Interior design/decor	0.77%	3.08%	16.92%	44.62%	33.85%	0.77%	130
Expression of agency mission	1.53%	6.11%	36.64%	29.01%	18.32%	8.4%	131
Security	0%	0%	11.45%	48.85%	37.4%	2.29%	131
Cleanliness of office environment	1.53%	3.05%	9.92%	45.04%	40.46%	0%	131
Total Respondents							131
(skipped this question)							10

11. Do you have any further comments regarding your office environment? (These are unedited free responses)

1. It is not applicable to me in MCC/Security, but some Executive Assistants are not placed in work stations near enough to the MCC official they are supporting, even when there are work stations -- which would have to be swapped with another MCC senior staff member -- such as is the case where Komeka Smith sits two work stations away from the one nearest to Frances Reid.
2. Extremely nice office space. Very important that managers and senior technical staff have offices with doors they can shut. The type of concentrated technical work that MCC staff must do requires this.
3. My office does not have independent temperature control and the temp fluctuates wildly during the day. According to the digital thermometer in my office, the record was a 22 degree fluctuation in one day; this, you will recall, is one of the tactics used at Guantanamo Bay that was decried in last year's Human Rights

Watch report. After complaining and multiple visits from building facilities, temp swings are now down to 5-8 degrees a day.

4. Office can get too cold at times
5. The carpets require more regular steam cleaning
6. Because of my position and work requirements for the Board of Directors, I must share very small with the security office in a cube to do board work which is classified.
7. As someone who has to take many conference calls or small meetings, sometimes there is a lack of meeting space. I like to use unutilized offices, but there are not always enough "visitor offices" available to use for meeting space or for RCDs/DRCDs/Consultants/MCAs when they are in the office for a short time. To fix the situation, I have requested Help Desk to set up an additional empty office near my desk with a computer and telephone so I have one for visiting RCDs/DRCDs/small meetings.
8. The office temperature is freezing in the summer, which is not only very uncomfortable but a waste of energy. You go from 100 degrees outside to 60 degrees inside and most of us now wrap up in pashminas and winter coats. It's also difficult to concentrate on papers and other items when in a cube. I usually take my work to a coffee shop or outside. Some of the blinds need to be fixed to allow the natural light into the office. All this said, MCC's facilities are far better than most government offices.
9. A lot of wasted space in terms of empty cubicles and filing cabinets
10. The chairs are terrible for my back. Rather than impose a fixed type of chair, you may want to consider a few alternatives for those who have known medical/health issues, such as bad back. I use my own kneeling chair but would like to see if MCC can offer alternatives.
11. The carpet is very nasty. Should be replaced.
12. Have only been here a few days, not long enough to give answers needed for some of the questions asked in this survey.
13. The expensive built-ins do not meet the mission; the overhead cabinets block light and cause everyone to be a hunchback because your computer screen fits under the cabinets; if you are left handed and assigned an office with a right hand return problems occur; the cubes fall apart on a regular basis; the configuration allows for no privacy you are always sitting on display; bowen - office whiteboards are place in an unrealistic location for actual usage; bowen - too many architectural "fancies" that are not end-user friendly; bowen -- pantries too dark, cabinets hit walls and fall apart, appliances high-end for our mission and don't meet our needs ie: big refrigerator and a bar ice maker instead of stainless steel refrigerator; wasted common area space with bump outs and curved walls; bowen- conference rooms don't require coat closets and marble bump outs with five different types of accent lights; too much glass in odd places; glass doors too heavy and always breaking; glass walls on conference rooms do not enhance privacy for meeting; 6th floor of bowen and city center much better thought out
14. For a government agency we have beautiful space. The doors are a little heavy designated meeting rooms for each department would be great but overall the space is really nice.
15. While my position defines that I sit in a workstation (being under and Director level), some of my work involves very sensitive and confidential in nature, i.e., human resources, S&B, budget, staffing including shared information on salary. It's difficult to have phone and or person-to-person conversations and I find that I spend a lot of time trying to find an empty office where I can close the door to have these discussions.
16. It would be nice if the office decor was more reflective of the agency mission. It is extremely bland and does not reflect the dynamic work happening in the field.
17. Darker carpet or clean carpet more often
18. We could indeed do more to showcase our mission with framed photographs of our different compact country achievements. Since our regions are currently divided by floor (3rd is West Africa, 4th is East and Southern Africa...etc), then each of these floors would represent a visual journey through our compact regions. This would not only help staff feel closer to the mission and region but also help convey our work to external stakeholders visiting our offices.
19. WAY TOO COLD IN HERE!
20. It would be helpful to have a printer in here (or one closer as I am about as far from the copy room as one can be).






21. I wish more thought was put into where I was assigned to sit. I am sitting near POCs who talk frequently with each other, on the phone, etc. I work in ESA so their conversations are both distracting and not relevant to my own work. I haven't asked to move, but I wonder why I was placed here and not near other PO/SPOs in ESA and infrastructure who are more relevant to my work.
22. The third floor of the Bowen building has very low levels of natural light due to the truncations of the common window.
23. The current location, amenities, and IT support are all key to my ability to work productively at MCC. I could not operate in a cubicle, a smaller office, or a shared office and I could not juggle work and family without parking downstairs and the remote IT support, as well as the flexible work schedule. My current office location is unfortunately somewhat removed from the people with whom I collaborate, and does not foster informal and natural communication and information sharing.
24. Often a bit too cold (in the summer). Fine in the winter
25. The parking garage in City Center is perfect and should continue to be made available. The parking garage in Bowen is a horrible situation.
26. A few common areas, such as the carpeting in the entrance hallway are especially dirty/stained and present a bad impression. The rest of the carpeting is very nice.
27. In #7 above, there is no selection for "proximity to coworkers/facilitating team work"--I chose "stimulating environment" as the closest thing to this--this seems to be a very important factor that is missing
28. Why doesn't MCC shampoo the rugs periodically?
29. I sit on the 3rd Floor. I estimate that the floor is only 50 to 60% occupied. Many if not most interior offices are vacant. Consider consolidation and providing interior offices to Senior Program Officers with a number of experience, privacy needs, etc. to fill offices and provide even further space savings at workstations.
30. Would prefer more natural light, but am very pleased to have an office rather than a work station.
31. MCC has set a high standard with office space which contributes greatly to our work and functionality.
32. Consolidate IG into "H" Building. As needed, transfer MCC staff to Bowen in order to free up space in "H" Building.
33. Third floor is a dungeon. Very little natural light. Conducting meetings one on one with a counterpart from a cubicle is loud, and I always need to find someone's office to use in order since I do not have my own as a Senior Program Officer.
34. It would be nice to have the carpets deep cleaned occasionally. There are lots of stains that have been here for a number of years.
35. My workspace is excellent. In effort to reduce costs, however, I believe there are opportunities on my floor to increase the density of staff while still retaining the qualities that make for productive workspaces. Some space is clearly wasted (I have a large area of open floor outside my door) and in other areas footprints could be reduced. The challenge would be to avoid the problems of the Ronald Reagan Building, where I once worked, where it was very difficult to screen out the conversations of 6 or 7 surrounding colleagues and meeting rooms were very scarce.
36. I don't mind having a cubicle - it is a good place to be for informal interactions and exchanging information that might not otherwise occur if everybody sits in an office. On the other hand - I have many teleconferences, calls, etc overseas where it is already difficult to hear. Sitting in a cubicle doesn't help for that nor for private calls/conversations.
37. Carpet is dirty and I need a large whiteboard.
38. The Bowen building has truly extraordinary work space. This is a major factor in completing the agency mission. The availability of private offices for Associate Directors and above is appropriate for their duties. The volume of meeting rooms on each floor is also critical to MCC's ability to achieve results given our heavily matrixed work structure.
39. I really like the 6th floor because it has a lot of light.
40. My role requires that I be in constant contact (via the telephone) with either contractors (conducting impact evaluations and/or related work) or MCA-N counterparts, thus working in a common workspace/cubicle is not conducive to this type of interactions as the conversations either require privacy and/or long.

41. Instead of having an open area of cubicles, higher walls to keep out the noise for when individuals are on the phone so those individuals have a little more privacy.
42. Location near Metro essential!

12. How do you rate the office environment overall?

	very dissatisfied	dissatisfied	neutral	satisfied	very satisfied	N/A	Response Total
Overall	0%	2.31%	11.54%	51.54%	34.62%	0%	130
Total Respondents							130
(skipped this question)							11

13. What percentage of your work time is spent collaborating (virtual and/or face to face) vs. working alone?

		Response Percent
0 - 20%		5%
21 - 40%		32%
41 - 60%		38%
61 - 80%		21%
81 - 100%		3%
Total Respondents		128
(skipped this question)		13

14. What percent of your typical work week is spent at the following?

		Response Average
In an MCC office in Washington DC		89.48
Telecommuting from home		7.45
Traveling (off- site)		12.66
Total Respondents		130
(skipped this question)		11

15. If you had the proper tools, training and management support, how many days per week could you spend working from home?

	Response Average
	3.75
Total Respondents	133

16. How important to you are the following amenities in the workplace:

	Must Have	Very Important	Moderately Important	Don't Need	Response Total
Fitness Center	14.5%	21.37%	31.3%	32.82%	131
Lockers/Shower	19.08%	18.32%	29.77%	32.82%	131
Backup/Emergency Daycare	7.75%	8.53%	14.73%	68.99%	129
Bike Storage	10.77%	8.46%	12.31%	68.46%	130
Quiet room	6.2%	16.28%	18.6%	58.91%	129
Convenience shop	5.43%	19.38%	27.13%	48.06%	129
Lunchroom	7.75%	17.05%	33.33%	41.86%	129
Total Respondents					131
(skipped this question)					10

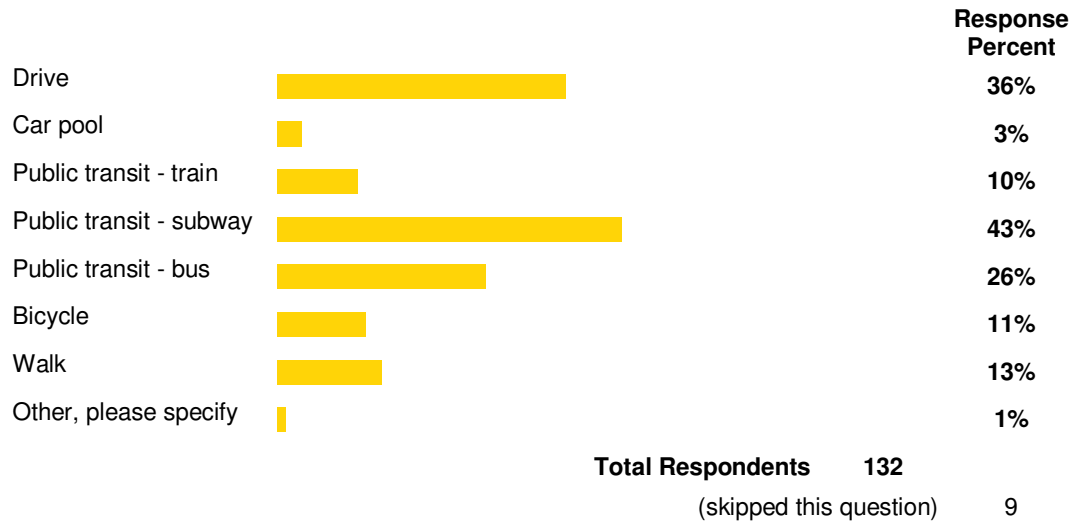
17. Please add any additional amenities you would like to see OR those which you currently have access to but you don't need (these are unedited free responses):

- The "cafeteria" space on the 2nd floor should be cleared out and employees should be encouraged to meet/eat there. The empty "fridge" space could be replaced with a soft drink or snack machine. A flat panel tv could be installed for user enjoyment and overall senior staff should encourage (day-in, day-out) that employees take a lunch break. Too, too many of us routinely eat our lunch/snacks working at our desk, in "brown bag" (which I hate) lunch hour meetings, or we don't eat at all.
- Adequate lunchroom space, there is just no room to eat your lunch.
- A full time daycare facility in the building or really close by that's supported by MCC would be tremendously helpful.
- Just to clarify, you asked what should be "in the workplace", and I have answered accordingly. However, it is critically important to me that lunch options, convenience shops, and daycare are nearby. They just don't need to be physically in my building.
- Amenities I have and I like:
Parking
Metro
Kitchen/Microwave/Water
Bathroom

I wish there was more lunchroom space. There is an area on the second floor but it is sometimes used as storage and is unavailable.
- Access to regular daycare rather than backup daycare. Many MCCers (men and women) have young children. Rather work to sponsor a daycare with another agency rather than have backup services.
- Metro
- located within one block or on same block of metro for metro commuters, travel dept to passport office, travel to training, etc. which is more cost effective for MCC when personnel are traveling within metro-area on MCC related business; sufficient, clean, safe in building parking -- bowen is horrible and had many incidents; city center is clearly held to a high standard and much preferred; personnel in bowen will ask to be moved to city center parking permits
- Snack machine and drink machine in our space
- Cafeteria

11. Lunchroom, more natural light
12. MCC should have more communal lunchroom space that people would utilize. It would create interconnectivity and familiarity among coworkers on different floors.
13. The roof deck is a wonderful amenity that is very useful for formal and informal gatherings.
14. Proximity to public transportation is very important to me and the current location (1401/Bowen) is extremely attractive.
15. I personally don't need daycare; but until not too long ago I did. I like having amenities that make MCC more family friendly.
16. Overnight secure, ventilated lockers for work/commuting clothing.
17. More eatery options - not a must, but would be nice to have
18. Close proximity to bus or metro lines.
19. Parking is a must have
20. The second floor lunch room in the Bowen Building has become a storage room for chairs. Who will use these chairs? Hard to tell, they've been there for at least 6 months or more. The lunch room is a good space for additional meetings when meetings are full and a place where employees can brownbag more often. Presently, it is extremely underutilized.
21. Regular day care
22. A technical library stocked with appropriate texts and periodicals instead of shelves of people's miscellaneous coffee table and vacation home castaways.
23. Additional private office space with activated computer, phone, etc for use as needed by staff without access to private space.
24. Parking is a very nice amenity
25. An oven is not necessary but would be nice and conducive to the MCC social environment. We do several gatherings with fellow agency staff (which has been a very positive experience as compared to my experience at other agencies) and oftentimes, an oven would have come in handy.
26. NB: I assume that "lunchroom" refers to a space where employees can store and heat up lunch (ie, pantry with fridge, microwave, and sink to wash) ... and it does not refer to a "cafeteria" serving food.
27. The quiet rooms are kind of a joke. They're just closets.
28. Actual daycare - we need that
29. Need health/sick room/infirmary. Temp/visiting nurse.
30. Clothes closet in my office, since I commute by bicycle.
A permanent locker to store bike clothing.
31. Lunch room

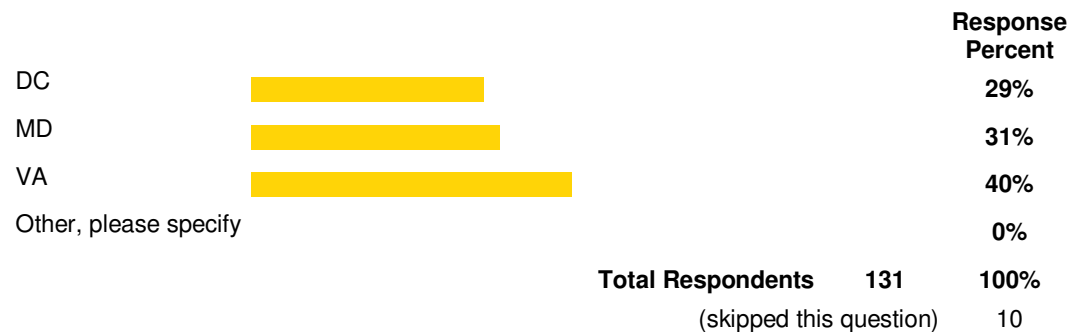
18. How do you typically commute to work?



19. How long (in minutes) is your total average daily round-trip commute from home?



20. Where do you commute from?



MCC DEPARTMENTAL ADJACENCY

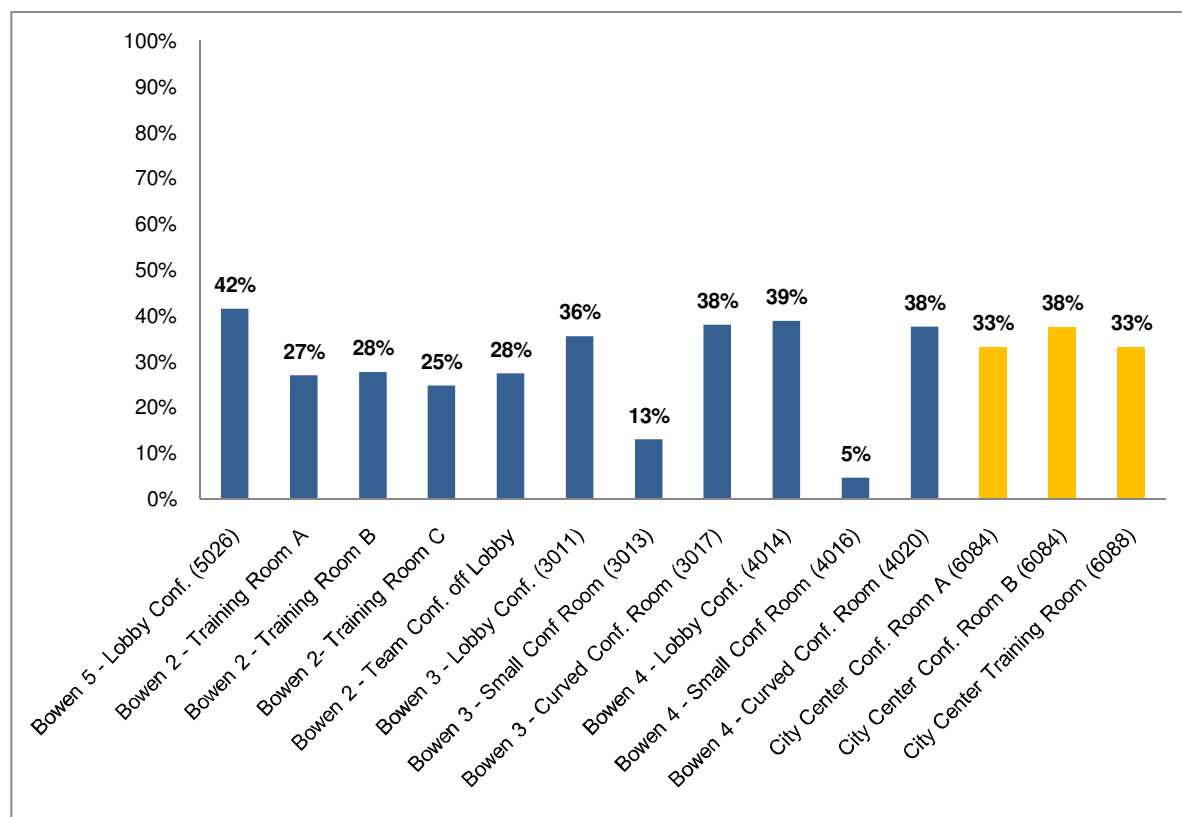
As part of the data collection process, each MCC department was asked their ideal location, based on their interaction with other MCC departments. The illustration below is a graphical representation of the responses. The number denotes the department's personnel. Adjacency diagrams can begin to inform the ideal blocking and stacking of an agency; however this adjacency diagram is preliminary and has not been coordinated with the Task 3 test fits.



MCC CONFERENCE ROOM UTILIZATION

The conference room average monthly utilization was derived from examining the conference room booking calendars from January 2011 through June 2011. The average utilization ranges from a low of 18% (City Center training room) to a high of 42% (Bowen 5026). The average utilization of all the rooms combined is 30%. This is low when compared to the industry benchmark of 60%. The utilization rates for the small conference rooms on Bowen Level 3 (3013) and Bowen Level 4 (4016) appear very low—13% and 5% respectively—which is likely from the sporadic actual booking of the rooms and more frequent use as drop-in huddle rooms. It is also important to note that the City Center training area is shared with other agencies.

The target industry benchmark of 60% for conference room utilization is slightly conservative because it accounts for the set-up and re-configuration time needed for certain rooms. The benchmark utilization could be closer to 75% for conference rooms that do not require set-up and re-configuration.



NOTES

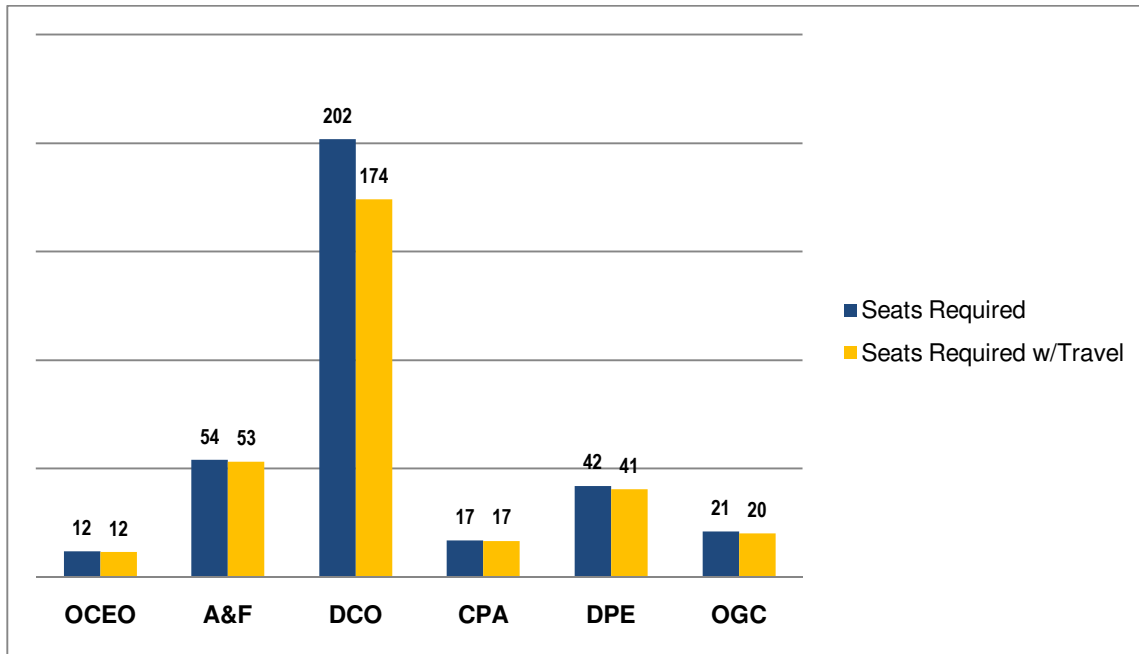
1. The analysis includes a representative sample of MCC conference rooms at Bowen and City Center.

MCC TRAVEL ANALYSIS

An analysis of MCC travel data was performed to gain a better understanding of how often employees work at the MCC office in Washington DC versus off-site work. The travel data was also used to assess the seat requirement for personnel when travel is considered.

In summary, DCO had the highest percentage of travel per month of the six MCC departments (IG was not included). On average, 28 seats in DCO are vacant due to off-site travel. Travel in the other MCC departments had a minimal impact on seat requirements.

Travel Analysis: Seat Requirement, with and without Travel



NOTES

1. Analysis based on MCC travel for the period January 2011 - July 2011.
2. Personnel based on July 2011 staffing count.
3. Average travel days per month divided by working days per month (20).
4. IG was not included in the analysis.

Travel Analysis: Detail

Department	Division	Average travel per month (%) ¹	Seats required ²	# Days traveling per month (avg)	Seats required with travel ³
OCEO	OCEO	9%	9	2	9
OCEO	IRM	4%	3	1	3
		7% (avg.)	12	3	12
A&F	A&F	21%	54	4	53
		21%	54	4	53
DCO	Front Office	9%	8	2	8
DCO	EAPLA	54%	66	11	55
DCO	Technical Services	41%	34	8	31
DCO	West Africa	43%	46	9	40
DCO	East & Southern Africa	35%	48	7	40
		37%	202	37	174
CPA	CPA	8%	17	2	17
		8%	17	2	17
DPE	DPE	16%	42	3	41
		16%	42	3	41
OGC	OGC	30%	21	6	20
		30%	21	6	20
		total	348		317

NOTES

1. Analysis based on MCC travel for the period January 2011 - July 2011.
2. Personnel based on July 2011 staffing count.
3. Average travel days per month divided by working days per month (20).
4. IG was not included in this analysis.

PROGRAM

The program of spaces is comprised of area and personnel requirements. The area requirements were generated through a process that included: a questionnaire that collected preliminary space and personnel data; interviews with existing departmental staff to assess existing and required spaces; tours of existing spaces; and briefings with MCC leadership. Personnel requirements were generated from the questionnaire and interviews with department Vice Presidents and division Directors. All detailed area and personnel requirements are included following the Program Summary.

PROGRAM SUMMARY

	Total USF	Total Personnel	USF/Person
Program One: Ideal	95,607	360	266
Program Two: Corporate Standard	82,834	360	230
Program Three: Government Standard	74,556	360	207
Program Four: OMB Target	51,272	299	171

Notes and assumptions

- Net Square Feet (NSF) is the area required to accommodate a function, equipment, an occupant, or an occupant group. NSF includes interior walls, building columns, and projections.
- Usable Square Feet (USF) is the floor area assigned to occupant groups. In addition to NSF, USF also includes secondary circulation.
- Rentable Square Feet (RSF) is the floor area of a building that is available to a tenant as a basis for calculating rent. RSF includes USF, building core and service areas, and primary circulation.
- For all the program scenarios, the interior layout efficiency factor (net square feet to usable feet) is 65%. This is consistent with comparably-sized agencies in the Washington, DC area that lease office space.
- For all the program scenarios, the rentable square feet factor (usable square feet to rentable square feet) is 15%. This is consistent with comparably-sized agencies in the Washington, DC area that lease office space.
- Shared Spaces includes: break/pantry areas, huddle spaces, small meeting spaces, conference rooms, copy/print/mail areas, and storage.
- Special Spaces includes: reception, board room, data center, training center, conference center, and lunchroom.
- All program scenarios assume one MCC building.

PROGRAM: PERSONNEL

Space for personnel, which includes all enclosed offices and workstations, typically accounts for the largest percentage of total USF. For all the program scenarios, current state (July 2011) personnel quantities are used for personnel space. Personnel include full-time equivalents, personal services contractors, and contractors.

	2011	Vacancy	Overseas	Vacancy %
Office of the CEO, Investment & Risk Management	12	3		25%
Administration and Finance	54	7		13%
Compact Operations - Office of the Vice President	8	1		13%
Compact Operations - EAPLA	66	7	9	11%
Compact Operations - Technical Services	34	4		12%
Compact Operations - West Africa	46	5		11%
Compact Operations - East & Southern Africa	48	7	6	15%
Congressional and Public Affairs	17	2		12%
Policy and Evaluation	42	10		24%
General Counsel	21	0		0%
Inspector General	12	0		0%
Total Personnel	360	46	15	13%

Notes:

1. Total Personnel includes vacant and overseas counts.

PROGRAM SUMMARY ONE: IDEAL

Current space standard and includes all personnel (360), including vacancies.

USF/person = 266 USF

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	2,607	IDEAL <ul style="list-style-type: none"> VPs, MDs - 240 SF offices ADs, Directors - 120 SF offices Workstations - 80 SF
Administration and Finance	10,824	
Compact Operations - Office of the Vice President	1,584	
Compact Operations - EAPLA	12,144	
Compact Operations - Technical Services	6,138	
Compact Operations - West Africa	8,316	
Compact Operations - East & Southern Africa	9,108	
Congressional and Public Affairs	3,564	
Policy and Evaluation	8,712	
General Counsel	4,026	
Inspector General	2,376	
Shared Spaces	13,728	
Special Spaces	12,480	
Total USF	95,607	
Total RSF	109,948	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	35	19
Compact Operations - Office of the Vice President	8	5	3
Compact Operations - EAPLA	66	46	20
Compact Operations - Technical Services	34	22	12
Compact Operations - West Africa	46	31	15
Compact Operations - East & Southern Africa	48	36	12
Congressional and Public Affairs	17	11	6
Policy and Evaluation	42	27	15
General Counsel	21	16	5
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	249	111

PROGRAM SUMMARY TWO: CORPORATE STANDARD

Benchmark space standard and includes all personnel (360), including vacancies.

USF/person = 230 USF

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	2,155	CORPORATE STANDARD <ul style="list-style-type: none"> VPs, MDs - 150 SF offices ADs, Directors - 100 SF offices Workstations - 64 SF Increase conference space
Administration and Finance	8,359	
Compact Operations - Office of the Vice President	1,224	
Compact Operations - EAPLA	9,867	
Compact Operations - Technical Services	4,980	
Compact Operations - West Africa	6,782	
Compact Operations - East & Southern Africa	7,372	
Congressional and Public Affairs	2,696	
Policy and Evaluation	6,617	
General Counsel	3,251	
Inspector General	1,980	
Shared Spaces	15,072	
Special Spaces	12,480	
Total USF	82,834	
Total RSF	95,259	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	35	19
Compact Operations - Office of the Vice President	8	5	3
Compact Operations - EAPLA	66	46	20
Compact Operations - Technical Services	34	22	12
Compact Operations - West Africa	46	31	15
Compact Operations - East & Southern Africa	48	36	12
Congressional and Public Affairs	17	11	6
Policy and Evaluation	42	27	15
General Counsel	21	16	5
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	249	111

PROGRAM SUMMARY THREE: GOVERNMENT STANDARD

Government agency standard (before OMB mandate) and includes all personnel (360), including vacancies.

USF/person = 207 USF

SPACE	2011
Office of the CEO, Investment & Risk Management	2,155
Administration and Finance	6,696
Compact Operations - Office of the Vice President	987
Compact Operations - EAPLA	7,253
Compact Operations - Technical Services	3,732
Compact Operations - West Africa	5,000
Compact Operations - East & Southern Africa	5,353
Congressional and Public Affairs	2,221
Policy and Evaluation	5,429
General Counsel	2,360
Inspector General	1,980
Shared Spaces	18,912
Special Spaces	12,480
Total USF	74,556
Total RSF	85,739

NOTES

GOVERNMENT STANDARD

- VPs, MDs (only) - 150 SF offices
- Workstations - 64 SF
- Increase huddle space and small meeting space

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	7	47
Compact Operations - Office of the Vice President	8	1	7
Compact Operations - EAPLA	66	2	64
Compact Operations - Technical Services	34	1	33
Compact Operations - West Africa	46	1	45
Compact Operations - East & Southern Africa	48	2	46
Congressional and Public Affairs	17	3	14
Policy and Evaluation	42	7	35
General Counsel	21	1	20
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	45	315

PROGRAM SUMMARY FOUR: OMB TARGET

Reduced space to meet OMB standards and decrease personnel to 299.

USF/person = 171 USF

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	1,234	OMB TARGET <ul style="list-style-type: none"> VPs, MDs (only) - 100 SF offices Workstations - 64 SF Increase huddle space and small meeting space Decrease special spaces
Administration and Finance	5,379	
Compact Operations - Office of the Vice President	799	
Compact Operations - EAPLA	5,399	
Compact Operations - Technical Services	3,227	
Compact Operations - West Africa	4,389	
Compact Operations - East & Southern Africa	3,815	
Congressional and Public Affairs	1,762	
Policy and Evaluation	3,795	
General Counsel	2,277	
Inspector General	1,980	
Shared Spaces	10,896	
Special Spaces	6,320	
Total USF	51,272	
Total RSF	58,963	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	9	2	7
Administration and Finance	47	7	40
Compact Operations - Office of the Vice President	7	1	6
Compact Operations - EAPLA	50	2	48
Compact Operations - Technical Services	30	1	29
Compact Operations - West Africa	41	1	40
Compact Operations - East & Southern Africa	35	2	33
Congressional and Public Affairs	15	3	12
Policy and Evaluation	32	7	25
General Counsel	21	1	20
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	299	39	260

MCC Program

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	2,155	CORPORATE STANDARD VPs, MDs - 150 SF offices ADs, Directors - 100 SF Workstations - 64 SF Increase conference space USF/person = 230
Administration and Finance	8,359	
Compact Operations - Office of the Vice President	1,224	
Compact Operations - EAPLA	9,867	
Compact Operations - Technical Services	4,980	
Compact Operations - West Africa	6,782	
Compact Operations - East & Southern Africa	7,372	
Congressional and Public Affairs	2,696	
Policy and Evaluation	6,617	
General Counsel	3,251	
Inspector General	1,980	
Shared Spaces	15,072	
Special Spaces	12,480	
Total USF	82,834	
Total RSF	95,259	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	35	19
Compact Operations - Office of the Vice President	8	5	3
Compact Operations - EAPLA	66	46	20
Compact Operations - Technical Services	34	22	12
Compact Operations - West Africa	46	31	15
Compact Operations - East & Southern Africa	48	36	12
Congressional and Public Affairs	17	11	6
Policy and Evaluation	42	27	15
General Counsel	21	16	5
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	249	111

Notes and Assumptions:

1. The interior layout efficiency factor (net square feet to useable square feet) is 65%.
2. The rentable square feet factor (usable square feet to rentable square feet) is 15%.
3. Shared Spaces includes: break/pantry areas, huddle spaces, small meeting spaces, conference rooms, copy/print/mail areas, and storage.
4. Special Spaces includes: reception, board room, data center, training center, conference center, and lunchroom.

Year **2015**

1.00	Office of the CEO, Investment & Risk Management	Space	Unit	Quantity		Total		Size		Notes
		Code	NSF	2011	2015	2020	NSF	2010	2015	
1.01	Private Office	O-1	300	1	1	1	300	300	300	
1.02	Private Office	O-2	150	1	1	1	150	150	150	
1.03	Private Office	O-3	100	6	6	6	600	600	600	
1.04	Open Workstation	WS-1	64	4	4	4	256	256	256	
1.05	Open Workstation	WS-2	56	0	0	0	-	-	-	
1.06	Open Workstation	WS-3	48	0	0	0	-	-	-	
						NSF	1,306	1,306	1,306	
						USF	2,155	2,155	2,155	
						Personnel	2011	12		
							2015	12		

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
2.00	Administration and Finance	Code	NSF	2011	2015	2020	NSF	2010	2015	
2.01	Private Office	O-1	300	0	0	0	-	-	-	
2.02	Private Office	O-2	150	7	7	7	1,050	1,050	1,050	
2.03	Private Office	O-3	100	28	28	28	2,800	2,800	2,800	
2.04	Workstations	WS-1	64	19	19	19	1,216	1,216	1,216	
2.05	Workstations	WS-2	56	0	0	0	-	-	-	
2.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	5,066	5,066	5,066	
						USF	8,359	8,359	8,359	
						Personnel	2011	54		
							2015	54		

Year **2015**

Compact Operations - Office of the		Space	Unit	Quantity			Total	Size		
3.00	Vice President	Code	NSF	2011	2015	2020	NSF	2010	2015	Notes
3.01	Private Office	O-1	300	0	0	0	-	-	-	
3.02	Private Office	O-2	150	1	1	1	150	150	150	
3.03	Private Office	O-3	100	4	4	4	400	400	400	
3.04	Workstations	WS-1	64	3	3	3	192	192	192	
3.05	Workstations	WS-2	56	0	0	0	-	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	742	742	742	
						USF	1,224	1,224	1,224	
						Personnel	2011	8		
							2015	8		

Year **2015**

3.00 Compact Operations - Europe, Asia, Pacific, and Latin America		Space	Unit	Quantity		Total		Size		Notes
		Code	NSF	2011	2015	2020	NSF	2010	2015	
3.01	Private Office	O-1	300	0	0	0	-	-	-	
3.02	Private Office	O-2	150	2	2	2	300	300	300	
3.03	Private Office	O-3	100	44	44	44	4,400	4,400	4,400	
3.04	Workstations	WS-1	64	20	20	20	1,280	1,280	1,280	
3.05	Workstations	WS-2	56	0	0	0	-	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	5,980	5,980	5,980	
						USF	9,867	9,867	9,867	
						Personnel	2011	66		
							2015	66		

Year **2015**

Compact Operations - Technical Services		Space	Unit	Quantity		Total		Size		Notes
4.00	Services	Code	NSF	2011	2015	2020	NSF	2010	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	1	1	1	150	150	150	
4.03	Private Office	O-3	100	21	21	21	2,100	2,100	2,100	
4.04	Workstations	WS-1	64	12	12	12	768	768	768	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	3,018	3,018	3,018	
						USF	4,980	4,980	4,980	
						Personnel	2011	34		
							2015	34		

Year **2015**

4.00 Compact Operations - West Africa		Space	Unit	Quantity		Total		Size		Notes
4.01	Private Office	Code	NSF	2011	2015	2020	NSF	2010	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	1	1	1	150	150	150	
4.03	Private Office	O-3	100	30	30	30	3,000	3,000	3,000	
4.04	Workstations	WS-1	64	15	15	15	960	960	960	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	4,110	4,110	4,110	
						USF	6,782	6,782	6,782	
						Personnel	2011	46		
							2015	46		

Year **2015**

3.00 Compact Operations - East & Southern Africa		Space	Unit	Quantity		Total	Size		Notes
	Code	NSF	2011	2015	2020	NSF	2010	2015	
3.01	Private Office	O-1	300	0	0	0	-	-	
3.02	Private Office	O-2	150	2	2	2	300	300	
3.03	Private Office	O-3	100	34	34	34	3,400	3,400	
3.04	Workstations	WS-1	64	12	12	12	768	768	
3.05	Workstations	WS-2	56	0	0	0	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	
						NSF	4,468	4,468	4,468
						USF	7,372	7,372	7,372
Personnel					2011	48			
					2015	48			

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
4.00	Congressional and Public Affairs	Code	NSF	2011	2015	2020	NSF	2010	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	3	3	3	450	450	450	
4.03	Private Office	O-3	100	8	8	8	800	800	800	
4.04	Workstations	WS-1	64	6	6	6	384	384	384	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,634	1,634	1,634	
						USF	2,696	2,696	2,696	
						Personnel	2011	17		
							2015	17		

Year **2015**

		Space	Unit	Quantity			Total	Size		
5.00	Policy and Evaluation	Code	NSF	2011	2015	2020	NSF	2010	2015	Notes
5.01	Private Office	O-1	300	0	0	0	-	-	-	
5.02	Private Office	O-2	150	7	7	7	1,050	1,050	1,050	
5.03	Private Office	O-3	100	20	20	20	2,000	2,000	2,000	Includes 3 Lead Economists
5.04	Workstations	WS-1	64	15	15	15	960	960	960	
5.05	Workstations	WS-2	56	0	0	0	-	-	-	
5.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	4,010	4,010	4,010	
						USF	6,617	6,617	6,617	
						Personnel	2011	42		
							2015	42		

Year **2015**

		Space	Unit	Quantity			Total	Size		
6.00	General Counsel	Code	NSF	2011	2015	2020	NSF	2010	2015	Notes
6.01	Private Office	O-1	300	0	0	0	-	-	-	
6.02	Private Office	O-2	150	1	1	1	150	150	150	
6.03	Private Office	O-3	100	15	15	15	1,500	1,500	1,500	
6.04	Workstations	WS-1	64	5	5	5	320	320	320	
6.05	Workstations	WS-2	56	0	0	0	-	-	-	
6.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,970	1,970	1,970	
						USF	3,251	3,251	3,251	
						Personnel	2011	21		
							2015	21		

Year **2015**

		Space	Unit	Quantity		Total	Size		Notes
7.00	Inspector General	Code	NSF	2011	2015	2020	NSF	2010	
7.01	Private Office	O-1	300	0	0	0	-	-	-
7.02	Private Office	O-2	150	0	0	0	-	-	-
7.03	Private Office	O-3	100	12	12	12	1,200	1,200	1,200
7.04	Workstations	WS-1	64	0	0	0	-	-	-
7.05	Workstations	WS-2	56	0	0	0	-	-	-
7.06	Workstations	WS-3	48	0	0	0	-	-	-
						NSF	1,200	1,200	1,200
						USF	1,980	1,980	1,980
						Personnel	2010	12	
							2015	12	

Year **2015**

		Unit	Quantity			Total	Size		Notes
8.00	Shared Spaces	NSF	2011	2015	2020	NSF	2010	2015	
8.01	Break / Pantry	150	7	7	7	1,050	1,050	1,050	
8.02	Huddle Space	120	10	10	10	1,200	1,200	1,200	
8.03	Small Meeting Space	150	6	6	6	900	900	900	
8.04	Medium Conference	450	4	4	4	1,800	1,800	1,800	
8.05	Large Conference	750	2	2	2	1,500	1,500	1,500	
8.06	Break Out Space	40	0	0	0	-	-	-	
8.07	Touchdown	30	0	0	0	-	-	-	
8.08	Copy / Print / Mail	150	7	7	7	1,050	1,050	1,050	
8.09	Distributed File Storage	120	6	6	6	720	720	720	
8.10	General Storage	200	6	6	6	1,200	1,200	1,200	
						NSF	9,420	9,420	9,420
						USF	15,072	15,072	15,072

0.00

Year **2015**

		Unit	Quantity			Total	Size		Notes
9.00	Special Spaces	NSF	2011	2015	2020	NSF	2010	2015	
9.01	Reception	400	1	1	1	400	400	400	
9.02	Board Room	500	1	1	1	500	500	500	
9.03	IT Server Room	300	1	1	1	300	300	300	
9.04	Training Center - Small Classroom	300	0	0	0	-	-	-	
9.05	Training Center - Medium Classroom	400	0	0	0	-	-	-	
9.06	Training Center - Large Classroom	700	5	5	5	3,500	3,500	3,500	
9.07	Training Center - Break Out Space	100	3	3	3	300	300	300	
9.08	Training Center - Storage	300	1	1	1	300	300	300	
9.09	Conference Center - Small	300	1	1	1	300	300	300	
9.10	Conference Center - Medium	600	1	1	1	600	600	600	
9.11	Conference Center - Large	900	1	1	1	900	900	900	
9.12	Lunchroom	500	1	1	1	500	500	500	
9.13	Lunchroom Storage	200	1	1	1	200	200	200	
						NSF	7,800	7,800	7,800
						USF	12,480	12,480	12,480

SPACE**SF**

Private Office	O-1	300	CEO
Private Office	O-2	150	Senior VPs and Managing Dir.
Private Office	O-3	100	Directors and Associate Directors
Open Workstation	WS-1	64	Workstation
Open Workstation	WS-2	56	Workstation
Open Workstation	WS-3	48	Workstation
Shared Space	BR-1	100	Break / Pantry
Shared Space	BR-2	150	Break / Pantry
Shared Space	HU-1	100	Huddle Space
Shared Space	SM-1	120	Small Meeting Space
Shared Space	CR-1	220	Medium Conference
Shared Space	CR-2	300	Large Conference
Shared Space	CR-3	400	Board Room
Shared Space	BO-1	40	Break Out Space
Shared Space	TD-1	30	Touchdown
Shared Space	CP-1	100	Copy / Print / Mail
Shared Space	CP-2	150	Copy / Print / Mail
Shared Space	ST-1	100	Storage
Shared Space	ST-2	200	Storage

NOTES

Shared Space
Shared Space

MCC Program

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	2,155	GOVERNMENT + MCC STANDARD VPs, MDs - 150 SF offices 64 SF workstations Increase huddle space and small meeting space USF/person = 207
Administration and Finance	6,696	
Compact Operations - Office of the Vice President	987	
Compact Operations - EAPLA	7,253	
Compact Operations - Technical Services	3,732	
Compact Operations - West Africa	5,000	
Compact Operations - East & Southern Africa	5,353	
Congressional and Public Affairs	2,221	
Policy and Evaluation	5,429	
General Counsel	2,360	
Inspector General	1,980	
Shared Spaces	18,912	
Special Spaces	12,480	
Total USF	74,556	
Total RSF	85,739	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	7	47
Compact Operations - Office of the Vice President	8	1	7
Compact Operations - EAPLA	66	2	64
Compact Operations - Technical Services	34	1	33
Compact Operations - West Africa	46	1	45
Compact Operations - East & Southern Africa	48	2	46
Congressional and Public Affairs	17	3	14
Policy and Evaluation	42	7	35
General Counsel	21	1	20
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	45	315

Notes and Assumptions:

1. The interior layout efficiency factor (net square feet to useable square feet) is 65%.
2. The rentable square feet factor (usable square feet to rentable square feet) is 15%.
3. Shared Spaces includes: break/pantry areas, huddle spaces, small meeting spaces, conference rooms, copy/print/mail areas, and storage.
4. Special Spaces includes: reception, board room, data center, training center, conference center, and lunchroom.

MCC Program

Year **2015**

Office of the CEO, Investment & Risk Management		Space	Unit	Quantity			Total	Size		Notes
1.00		Code	NSF	2011	2015	2020	NSF	2011	2015	
1.01	Private Office	O-1	300	1	1	1	300	300	300	
1.02	Private Office	O-2	150	1	1	1	150	150	150	
1.03	Private Office	O-3	100	6	6	6	600	600	600	
1.04	Open Workstation	WS-1	64	4	4	4	256	256	256	
1.05	Open Workstation	WS-2	56	0	0	0	-	-	-	
1.06	Open Workstation	WS-3	48	0	0	0	-	-	-	
						NSF	1,306	1,306	1,306	
						USF	2,155	2,155	2,155	
						Personnel	2011	12		
							2015	12		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
2.00	Administration and Finance	Code	NSF	2011	2015	2020	NSF	2011	2015	
2.01	Private Office	O-1	300	0	0	0	-	-	-	
2.02	Private Office	O-2	150	7	7	7	1,050	1,050	1,050	
2.03	Private Office	O-3	100	0	0	0	-	-	-	
2.04	Workstations	WS-1	64	47	47	47	3,008	3,008	3,008	
2.05	Workstations	WS-2	56	0	0	0	-	-	-	
2.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	4,058	4,058	4,058	
						USF	6,696	6,696	6,696	
						Personnel	2011	54		
							2015	54		

MCC Program

Year **2015**

Compact Operations - Office of the		Space	Unit	Quantity		Total	Size		Notes
3.00	Vice President	Code	NSF	2011	2015	2020	NSF	2011	
3.01	Private Office	O-1	300	0	0	0	-	-	-
3.02	Private Office	O-2	150	1	1	1	150	150	150
3.03	Private Office	O-3	100	0	0	0	-	-	-
3.04	Workstations	WS-1	64	7	7	7	448	448	448
3.05	Workstations	WS-2	56	0	0	0	-	-	-
3.06	Workstations	WS-3	48	0	0	0	-	-	-
						NSF	598	598	598
						USF	987	987	987
						Personnel	2011	8	
							2015	8	

MCC Program

Year **2015**

Compact Operations - Europe, Asia, Pacific, and Latin America		Space	Unit	Quantity		Total		Size		Notes
3.00		Code	NSF	2011	2015	2020	NSF	2011	2015	
3.01	Private Office	O-1	300	0	0	0	-	-	-	
3.02	Private Office	O-2	150	2	2	2	300	300	300	
3.03	Private Office	O-3	100	0	0	0	-	-	-	
3.04	Workstations	WS-1	64	64	64	64	4,096	4,096	4,096	
3.05	Workstations	WS-2	56	0	0	0	-	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	4,396	4,396	4,396	
						USF	7,253	7,253	7,253	
						Personnel	2011	66		
							2015	66		

MCC Program

Year **2015**

Compact Operations - Technical Services		Space	Unit	Quantity		Total		Size		Notes
4.00	Services	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	1	1	1	150	150	150	
4.03	Private Office	O-3	100	0	0	0	-	-	-	
4.04	Workstations	WS-1	64	33	33	33	2,112	2,112	2,112	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	2,262	2,262	2,262	
						USF	3,732	3,732	3,732	
						Personnel	2011	34		
							2015	34		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
4.00	Compact Operations - West Africa	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	1	1	1	150	150	150	
4.03	Private Office	O-3	100	0	0	0	-	-	-	
4.04	Workstations	WS-1	64	45	45	45	2,880	2,880	2,880	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	3,030	3,030	3,030	
						USF	5,000	5,000	5,000	
						Personnel	2011	46		
							2015	46		

MCC Program

Year **2015**

Compact Operations - East & Southern Africa		Space	Unit	Quantity			Total	Size		
3.00		Code	NSF	2011	2015	2020	NSF	2011	2015	Notes
3.01	Private Office	O-1	300	0	0	0	-	-	-	
3.02	Private Office	O-2	150	2	2	2	300	300	300	
3.03	Private Office	O-3	100	0	0	0	-	-	-	
3.04	Workstations	WS-1	64	46	46	46	2,944	2,944	2,944	
3.05	Workstations	WS-2	56	0	0	0	-	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	3,244	3,244	3,244	
						USF	5,353	5,353	5,353	
						Personnel	2011	48		
							2015	48		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
4.00	Congressional and Public Affairs	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	150	3	3	3	450	450	450	
4.03	Private Office	O-3	100	0	0	0	-	-	-	
4.04	Workstations	WS-1	64	14	14	14	896	896	896	
4.05	Workstations	WS-2	56	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,346	1,346	1,346	
						USF	2,221	2,221	2,221	
						Personnel	2011	17		
							2015	17		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
5.00	Policy and Evaluation	Code	NSF	2011	2015	2020	NSF	2011	2015	
5.01	Private Office	O-1	300	0	0	0	-	-	-	
5.02	Private Office	O-2	150	7	7	7	1,050	1,050	1,050	
5.03	Private Office	O-3	100	0	0	0	-	-	-	
5.04	Workstations	WS-1	64	35	35	35	2,240	2,240	2,240	
5.05	Workstations	WS-2	56	0	0	0	-	-	-	
5.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	3,290	3,290	3,290	
						USF	5,429	5,429	5,429	
						Personnel	2011	42		
							2015	42		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
6.00	General Counsel	Code	NSF	2011	2015	2020	NSF	2011	2015	
6.01	Private Office	O-1	300	0	0	0	-	-	-	
6.02	Private Office	O-2	150	1	1	1	150	150	150	
6.03	Private Office	O-3	100	0	0	0	-	-	-	
6.04	Workstations	WS-1	64	20	20	20	1,280	1,280	1,280	
6.05	Workstations	WS-2	56	0	0	0	-	-	-	
6.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,430	1,430	1,430	
						USF	2,360	2,360	2,360	
						Personnel	2011	21		
							2015	21		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
7.00	Inspector General	Code	NSF	2011	2015	2020	NSF	2011	2015	
7.01	Private Office	O-1	300	0	0	0	-	-	-	
7.02	Private Office	O-2	150	0	0	0	-	-	-	
7.03	Private Office	O-3	100	12	12	12	1,200	1,200	1,200	
7.04	Workstations	WS-1	64	0	0	0	-	-	-	
7.05	Workstations	WS-2	56	0	0	0	-	-	-	
7.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,200	1,200	1,200	
						USF	1,980	1,980	1,980	
						Personnel	2010	12		
							2015	12		

MCC Program

Year **2015**

		Unit	Quantity		Total		Size		Notes
8.00	Shared Spaces	NSF	2011	2015	2020	NSF	2011	2015	
8.01	Break / Pantry	150	7	7	7	1,050	1,050	1,050	
8.02	Huddle Space	120	20	20	20	2,400	2,400	2,400	
8.03	Small Meeting Space	150	14	14	14	2,100	2,100	2,100	
8.04	Medium Conference	450	4	4	4	1,800	1,800	1,800	
8.05	Large Conference	750	2	2	2	1,500	1,500	1,500	
8.06	Break Out Space	40	0	0	0	-	-	-	
8.07	Touchdown	30	0	0	0	-	-	-	
8.08	Copy / Print / Mail	150	7	7	7	1,050	1,050	1,050	
8.09	Distributed File Storage	120	6	6	6	720	720	720	
8.10	General Storage	200	6	6	6	1,200	1,200	1,200	
						NSF	11,820	11,820	11,820
						USF	18,912	18,912	18,912

MCC Program

Year **2015**

		Unit	Quantity			Total	Size		
9.00	Special Spaces	NSF	2011	2015	2020	NSF	2011	2015	Notes
9.01	Reception	400	1	1	1	400	400	400	
9.02	Board Room	500	1	1	1	500	500	500	
9.03	IT Server Room	300	1	1	1	300	300	300	
9.04	Training Center - Small Classroom	300	0	0	0	-	-	-	
9.05	Training Center - Medium Classroom	400	0	0	0	-	-	-	
9.06	Training Center - Large Classroom	700	5	5	5	3,500	3,500	3,500	
9.07	Training Center - Break Out Space	100	3	3	3	300	300	300	
9.08	Training Center - Storage	300	1	1	1	300	300	300	
9.09	Conference Center - Small	300	1	1	1	300	300	300	
9.10	Conference Center - Medium	600	1	1	1	600	600	600	
9.11	Conference Center - Large	900	1	1	1	900	900	900	
9.12	Lunchroom	500	1	1	1	500	500	500	
9.13	Lunchroom Storage	200	1	1	1	200	200	200	
					NSF	7,800	7,800	7,800	
					USF	12,480	12,480	12,480	

MCC Space Codes

SPACE		SF	
Private Office	O-1	300	CEO
Private Office	O-2	150	Senior VPs and Managing Dir.
Private Office	O-3	100	Directors and Associate Directors
Open Workstation	WS-1	64	Workstation
Open Workstation	WS-2	56	Workstation
Open Workstation	WS-3	48	Workstation
Shared Space	BR-1	100	Break / Pantry
Shared Space	BR-2	150	Break / Pantry
Shared Space	HU-1	100	Huddle Space
Shared Space	SM-1	120	Small Meeting Space
Shared Space	CR-1	220	Medium Conference
Shared Space	CR-2	300	Large Conference
Shared Space	CR-3	400	Board Room
Shared Space	BO-1	40	Break Out Space
Shared Space	TD-1	30	Touchdown
Shared Space	CP-1	100	Copy / Print / Mail
Shared Space	CP-2	150	Copy / Print / Mail
Shared Space	ST-1	100	Storage
Shared Space	ST-2	200	Storage

NOTES

MCC Program

SPACE	2011	NOTES
Office of the CEO, Investment & Risk Management	1,234	OMB TARGET VPs, MDs - 100 SF offices Workstations - 64 SF Decrease shared and special spaces USF/person = 171
Administration and Finance	5,379	
Compact Operations - Office of the Vice President	799	
Compact Operations - EAPLA	5,399	
Compact Operations - Technical Services	3,227	
Compact Operations - West Africa	4,389	
Compact Operations - East & Southern Africa	3,815	
Congressional and Public Affairs	1,762	
Policy and Evaluation	3,795	
General Counsel	2,277	
Inspector General	1,980	
Shared Spaces	10,896	
Special Spaces	6,320	
Total USF	51,272	
Total RSF	58,963	

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	9	2	7
Administration and Finance	47	7	40
Compact Operations - Office of the Vice President	7	1	6
Compact Operations - EAPLA	50	2	48
Compact Operations - Technical Services	30	1	29
Compact Operations - West Africa	41	1	40
Compact Operations - East & Southern Africa	35	2	33
Congressional and Public Affairs	15	3	12
Policy and Evaluation	32	7	25
General Counsel	21	1	20
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	299	39	260

Notes and Assumptions:

1. The interior layout efficiency factor (net square feet to useable square feet) is 65%.
2. The rentable square feet factor (usable square feet to rentable square feet) is 15%.
3. Shared Spaces includes: break/pantry areas, huddle spaces, small meeting spaces, conference rooms, copy/print/mail areas, and storage.
4. Special Spaces includes: reception, board room, data center, training center, conference center, and lunchroom.

MCC Program

Year **2015****Office of the CEO, Investment &
Risk Management**

Space	Unit	Quantity		Total		Size		Notes
Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	1	1	200	200	200	
Private Office	O-2	150	0	0	-	-	-	
Private Office	O-3	100	1	1	100	100	100	
Open Workstation	WS-1	64	7	7	448	448	448	
Open Workstation	WS-2	56	0	0	-	-	-	
Open Workstation	WS-3	48	0	0	-	-	-	
				NSF	748	748	748	
				USF	1,234	1,234	1,234	
Personnel				2011	9			
				2015	9			

MCC Program

Year **2015**

	Space	Unit	Quantity		Total		Size		
	Code	NSF	2011	2015	2020	NSF	2011	2015	Notes
Administration and Finance									
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	7	7	7	700	700	700	
Workstations	WS-1	64	40	40	40	2,560	2,560	2,560	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	3,260	3,260	3,260	
					USF	5,379	5,379	5,379	
				Personnel	2011	47			
					2015	47			

MCC Program

Year **2015**

Compact Operations - Office of the Vice President	Space	Unit	Quantity		Total		Size		Notes
	Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	1	1	1	100	100	100	
Workstations	WS-1	64	6	6	6	384	384	384	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	484	484	484	
					USF	799	799	799	
Personnel					2011	7			
					2015	7			

MCC Program

Year **2015**

Compact Operations - EAPLA	Space	Unit	Quantity		Total		Size		Notes
	Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	2	2	2	200	200	200	
Workstations	WS-1	64	48	48	48	3,072	3,072	3,072	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	3,272	3,272	3,272	
					USF	5,399	5,399	5,399	
					Personnel	2011	50		
						2015	50		

MCC Program

Year **2015****Compact Operations - Technical Services**

	Space	Unit	Quantity		Total		Size		
	Code	NSF	2011	2015	2020	NSF	2011	2015	Notes
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	1	1	1	100	100	100	
Workstations	WS-1	64	29	29	29	1,856	1,856	1,856	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	1,956	1,956	1,956	
					USF	3,227	3,227	3,227	
Personnel					2011	30			
					2015	30			

MCC Program

Year **2015**

Compact Operations - West Africa	Space	Unit	Quantity		Total		Size		Notes
	Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	1	1	1	100	100	100	
Workstations	WS-1	64	40	40	40	2,560	2,560	2,560	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	2,660	2,660	2,660	
					USF	4,389	4,389	4,389	
					Personnel	2011	41		
						2015	41		

MCC Program

Year **2015****Compact Operations - East & Southern Africa**

Space	Unit	Quantity		Total		Size		Notes
Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	0	0	-	-	-	
Private Office	O-2	150	0	0	-	-	-	
Private Office	O-3	100	2	2	200	200	200	
Workstations	WS-1	64	33	33	2,112	2,112	2,112	
Workstations	WS-2	56	0	0	-	-	-	
Workstations	WS-3	48	0	0	-	-	-	
				NSF	2,312	2,312	2,312	
				USF	3,815	3,815	3,815	
Personnel				2011	35			
				2015	35			

MCC Program

Year **2015**

	Space	Unit	Quantity		Total		Size		
Congressional and Public Affairs	Code	NSF	2011	2015	2020	NSF	2011	2015	Notes
Private Office	O-1	200	0	0	0	-	-	-	
Private Office	O-2	150	0	0	0	-	-	-	
Private Office	O-3	100	3	3	3	300	300	300	
Workstations	WS-1	64	12	12	12	768	768	768	
Workstations	WS-2	56	0	0	0	-	-	-	
Workstations	WS-3	48	0	0	0	-	-	-	
					NSF	1,068	1,068	1,068	
					USF	1,762	1,762	1,762	
					Personnel	2011	15		
						2015	15		

MCC Program

Year **2015**

Space	Unit	Quantity		Total		Size		Notes
Code	NSF	2011	2015	2020	NSF	2011	2015	
Private Office	O-1	200	0	0	-	-	-	
Private Office	O-2	150	0	0	-	-	-	
Private Office	O-3	100	7	7	700	700	700	Includes 3 Lead Economists
Workstations	WS-1	64	25	25	1,600	1,600	1,600	
Workstations	WS-2	56	0	0	-	-	-	
Workstations	WS-3	48	0	0	-	-	-	
				NSF	2,300	2,300	2,300	
				USF	3,795	3,795	3,795	
Personnel				2011	32			
				2015	32			

MCC Program

Year **2015**

Space	Unit	Quantity		2020	Total	Size		Notes
		NSF	2011		NSF	2011	2015	
General Counsel	Code							
Private Office	O-1	200	0	0	-	-	-	
Private Office	O-2	150	0	0	-	-	-	
Private Office	O-3	100	1	1	100	100	100	
Workstations	WS-1	64	20	20	1,280	1,280	1,280	
Workstations	WS-2	56	0	0	-	-	-	
Workstations	WS-3	48	0	0	-	-	-	
				NSF	1,380	1,380	1,380	
				USF	2,277	2,277	2,277	
Personnel				2011	21			
				2015	21			

MCC Program

Year **2015**

Space	Unit	Quantity		Total		Size		Notes
Code	NSF	2011	2015	2020	NSF	2011	2015	
Inspector General								
Private Office	O-1	200	0	0	0	-	-	
Private Office	O-2	150	0	0	0	-	-	
Private Office	O-3	100	12	12	12	1,200	1,200	
Workstations	WS-1	64	0	0	0	-	-	
Workstations	WS-2	56	0	0	0	-	-	
Workstations	WS-3	48	0	0	0	-	-	
				NSF	1,200	1,200	1,200	
				USF	1,980	1,980	1,980	
Personnel				2011	12			
				2015	12			

MCC Program

Year **2015**

	Unit	Quantity		Total		Size		Notes
	NSF	2011	2015	2020	NSF	2011	2015	
Shared Spaces								
Break / Pantry	150	6	6	6	900	900	900	
Huddle Space	100	12	12	12	1,200	1,200	1,200	
Small Meeting Space	100	6	6	6	600	600	600	
Medium Conference	300	3	3	3	900	900	900	
Large Conference	600	3	3	3	1,800	1,800	1,800	
Break Out Space	40	0	0	0	-	-	-	
Touchdown	30	12	12	12	360	360	360	
Copy / Print / Mail	150	3	3	3	450	450	450	
Distributed File Storage	120	0	0	0	-	-	-	
General Storage	200	3	3	3	600	600	600	
				NSF	6,810	6,810	6,810	
				USF	10,896	10,896	10,896	

MCC Program

Year **2015**

	Unit	Quantity		2020	Total	Size		Notes
	NSF	2011	2015		NSF	2011	2015	
Reception	200	1	1	1	200	200	200	
Board Room	500	1	1	1	500	500	500	
IT Server Room	300	1	1	1	300	300	300	
Training Center - Small Classroom	300	1	1	1	300	300	300	
Training Center - Medium Classroom	400	0	0	0	-	-	-	
Training Center - Large Classroom	700	0	0	0	-	-	-	
Training Center - Break Out Space	100	1	1	1	100	100	100	
Training Center - Storage	300	1	1	1	300	300	300	
Conference Center - Small	300	1	1	1	300	300	300	
Conference Center - Medium	600	1	1	1	600	600	600	
Conference Center - Large	900	1	1	1	900	900	900	
Lunchroom	300	1	1	1	300	300	300	
Lunchroom Storage	150	1	1	1	150	150	150	
				NSF	3,950	3,950	3,950	
				USF	6,320	6,320	6,320	

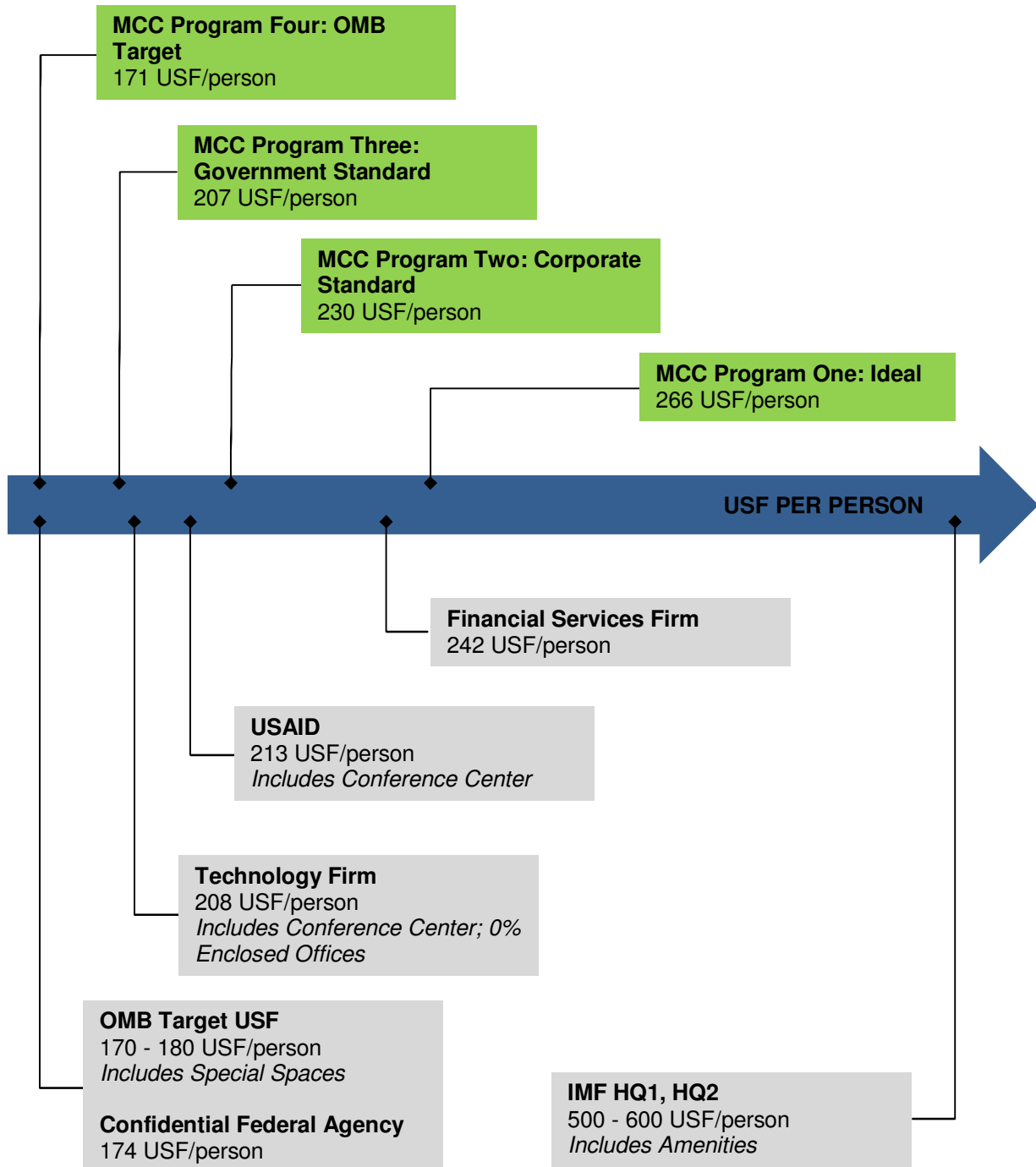
MCC Space Codes

SPACE		SF	
Private Office	O-1	200	CEO
Private Office	O-2	150	Senior VPs and Managing Dir.
Private Office	O-3	100	Directors and Associate Directors
Open Workstation	WS-1	64	Workstation
Open Workstation	WS-2	56	Workstation
Open Workstation	WS-3	48	Workstation
Shared Space	BR-1	100	Break / Pantry
Shared Space	BR-2	150	Break / Pantry
Shared Space	HU-1	100	Huddle Space
Shared Space	SM-1	120	Small Meeting Space
Shared Space	CR-1	220	Medium Conference
Shared Space	CR-2	300	Large Conference
Shared Space	CR-3	400	Board Room
Shared Space	BO-1	40	Break Out Space
Shared Space	TD-1	30	Touchdown
Shared Space	CP-1	100	Copy / Print / Mail
Shared Space	CP-2	150	Copy / Print / Mail
Shared Space	ST-1	100	Storage
Shared Space	ST-2	200	Storage

NOTES

PROGRAM COMPARISON: TOTAL USF/PERSON

The graphic below illustrates how MCC compares to other agencies or firms in terms of square feet per employee. In general, federal agencies have smaller footprints per employee than non-federal firms. However, non-federal firms are also endeavoring to maximize their work places. Currently, the MCC space at Bowen and City Center amount to approximately 305 USF/person.



MCC Program

SPACE	2011
Office of the CEO, Investment & Risk Management	2,607
Administration and Finance	10,824
Compact Operations - Office of the Vice President	1,584
Compact Operations - EAPLA	12,144
Compact Operations - Technical Services	6,138
Compact Operations - West Africa	8,316
Compact Operations - East & Southern Africa	9,108
Congressional and Public Affairs	3,564
Policy and Evaluation	8,712
General Counsel	4,026
Inspector General	2,376
Shared Spaces	13,728
Special Spaces	12,480
Total USF	95,607
Total RSF	109,948

NOTES

IDEAL
 VPs, MDs - 240 SF offices
 ADs, Directors - 120 SF
 Workstations - 80 SF

 USF/person = 266

PERSONNEL	2011	Offices	Workstations
Office of the CEO, Investment & Risk Management	12	8	4
Administration and Finance	54	35	19
Compact Operations - Office of the Vice President	8	5	3
Compact Operations - EAPLA	66	46	20
Compact Operations - Technical Services	34	22	12
Compact Operations - West Africa	46	31	15
Compact Operations - East & Southern Africa	48	36	12
Congressional and Public Affairs	17	11	6
Policy and Evaluation	42	27	15
General Counsel	21	16	5
Inspector General	12	12	0
Shared Spaces	0	0	0
Special Spaces	0	0	0
Total Personnel	360	249	111

Notes and Assumptions:

1. The interior layout efficiency factor (net square feet to useable square feet) is 65%.
2. The rentable square feet factor (usable square feet to rentable square feet) is 15%.
3. Shared Spaces includes: break/pantry areas, huddle spaces, small meeting spaces, conference rooms, copy/print/mail areas, and storage.
4. Special Spaces includes: reception, board room, data center, training center, conference center, and lunchroom.

MCC Program

Year **2015**

Office of the CEO, Investment & Risk Management		Space	Unit	Quantity			Total	Size		Notes
1.00		Code	NSF	2011	2015	2020	NSF	2011	2015	
1.01	Private Office	O-1	300	1	1	1	300	300	300	
1.02	Private Office	O-2	240	1	1	1	240	240	240	
1.03	Private Office	O-3	120	6	6	6	720	720	720	
1.04	Open Workstation	WS-1	80	4	4	4	320	320	320	
1.05	Open Workstation	WS-2	64	0	0	0	-	-	-	
1.06	Open Workstation	WS-3	48	0	0	0	-	-	-	
						NSF	1,580	1,580	1,580	
						USF	2,607	2,607	2,607	
						Personnel	2011	12		
							2015	12		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
2.00	Administration and Finance	Code	NSF	2011	2015	2020	NSF	2011	2015	
2.01	Private Office	O-1	300	0	0	0	-	-	-	
2.02	Private Office	O-2	240	7	7	7	1,680	1,680	1,680	
2.03	Private Office	O-3	120	28	28	28	3,360	3,360	3,360	
2.04	Workstations	WS-1	80	19	19	19	1,520	1,520	1,520	
2.05	Workstations	WS-2	64	0	0	0	-	-	-	
2.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	6,560	6,560	6,560	
						USF	10,824	10,824	10,824	
						Personnel	2011	54		
							2015	54		

MCC Program

Year **2015**

Compact Operations - Office of the		Space	Unit	Quantity		Total	Size		Notes
3.00	Vice President	Code	NSF	2011	2015	2020	NSF	2011	
3.01	Private Office	O-1	300	0	0	0	-	-	-
3.02	Private Office	O-2	240	1	1	1	240	240	240
3.03	Private Office	O-3	120	4	4	4	480	480	480
3.04	Workstations	WS-1	80	3	3	3	240	240	240
3.05	Workstations	WS-2	64	0	0	0	-	-	-
3.06	Workstations	WS-3	48	0	0	0	-	-	-
						NSF	960	960	960
						USF	1,584	1,584	1,584
						Personnel	2011	8	
							2015	8	

MCC Program

Year **2015**

Compact Operations - Europe, Asia, Pacific, and Latin America		Space	Unit	Quantity		Total		Size		Notes
3.00		Code	NSF	2011	2015	2020	NSF	2011	2015	
3.01	Private Office	O-1	300	0	0	0	-	-	-	
3.02	Private Office	O-2	240	2	2	2	480	480	480	
3.03	Private Office	O-3	120	44	44	44	5,280	5,280	5,280	
3.04	Workstations	WS-1	80	20	20	20	1,600	1,600	1,600	
3.05	Workstations	WS-2	64	0	0	0	-	-	-	
3.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	7,360	7,360	7,360	
						USF	12,144	12,144	12,144	
						Personnel	2011	66		
							2015	66		

MCC Program

Year **2015**

Compact Operations - Technical Services		Space	Unit	Quantity		Total		Size		Notes
4.00	Services	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	240	1	1	1	240	240	240	
4.03	Private Office	O-3	120	21	21	21	2,520	2,520	2,520	
4.04	Workstations	WS-1	80	12	12	12	960	960	960	
4.05	Workstations	WS-2	64	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	3,720	3,720	3,720	
						USF	6,138	6,138	6,138	
						Personnel	2011	34		
							2015	34		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
4.00	Compact Operations - West Africa	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	240	1	1	1	240	240	240	
4.03	Private Office	O-3	120	30	30	30	3,600	3,600	3,600	
4.04	Workstations	WS-1	80	15	15	15	1,200	1,200	1,200	
4.05	Workstations	WS-2	64	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	5,040	5,040	5,040	
						USF	8,316	8,316	8,316	
						Personnel	2011	46		
							2015	46		

MCC Program

Year **2015**

Compact Operations - East & Southern Africa		Space	Unit	Quantity		Total	Size		Notes
3.00	Code	NSF	2011	2015	2020	NSF	2011	2015	
3.01	Private Office	O-1	300	0	0	0	-	-	-
3.02	Private Office	O-2	240	2	2	2	480	480	480
3.03	Private Office	O-3	120	34	34	34	4,080	4,080	4,080
3.04	Workstations	WS-1	80	12	12	12	960	960	960
3.05	Workstations	WS-2	64	0	0	0	-	-	-
3.06	Workstations	WS-3	48	0	0	0	-	-	-
						NSF	5,520	5,520	5,520
						USF	9,108	9,108	9,108
Personnel					2011	48			
					2015	48			

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
4.00	Congressional and Public Affairs	Code	NSF	2011	2015	2020	NSF	2011	2015	
4.01	Private Office	O-1	300	0	0	0	-	-	-	
4.02	Private Office	O-2	240	3	3	3	720	720	720	
4.03	Private Office	O-3	120	8	8	8	960	960	960	
4.04	Workstations	WS-1	80	6	6	6	480	480	480	
4.05	Workstations	WS-2	64	0	0	0	-	-	-	
4.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	2,160	2,160	2,160	
						USF	3,564	3,564	3,564	
						Personnel	2011	17		
							2015	17		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
5.00	Policy and Evaluation	Code	NSF	2011	2015	2020	NSF	2011	2015	
5.01	Private Office	O-1	300	0	0	0	-	-	-	
5.02	Private Office	O-2	240	7	7	7	1,680	1,680	1,680	
5.03	Private Office	O-3	120	20	20	20	2,400	2,400	2,400	Includes 3 Lead Economists
5.04	Workstations	WS-1	80	15	15	15	1,200	1,200	1,200	
5.05	Workstations	WS-2	64	0	0	0	-	-	-	
5.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	5,280	5,280	5,280	
						USF	8,712	8,712	8,712	
						Personnel	2011	42		
							2015	42		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
6.00	General Counsel	Code	NSF	2011	2015	2020	NSF	2011	2015	
6.01	Private Office	O-1	300	0	0	0	-	-	-	
6.02	Private Office	O-2	240	1	1	1	240	240	240	
6.03	Private Office	O-3	120	15	15	15	1,800	1,800	1,800	
6.04	Workstations	WS-1	80	5	5	5	400	400	400	
6.05	Workstations	WS-2	64	0	0	0	-	-	-	
6.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	2,440	2,440	2,440	
						USF	4,026	4,026	4,026	
						Personnel	2011	21		
							2015	21		

MCC Program

Year **2015**

		Space	Unit	Quantity		Total		Size		Notes
7.00	Inspector General	Code	NSF	2011	2015	2020	NSF	2011	2015	
7.01	Private Office	O-1	300	0	0	0	-	-	-	
7.02	Private Office	O-2	240	0	0	0	-	-	-	
7.03	Private Office	O-3	120	12	12	12	1,440	1,440	1,440	
7.04	Workstations	WS-1	80	0	0	0	-	-	-	
7.05	Workstations	WS-2	64	0	0	0	-	-	-	
7.06	Workstations	WS-3	48	0	0	0	-	-	-	
						NSF	1,440	1,440	1,440	
						USF	2,376	2,376	2,376	
						Personnel	2010	12		
							2015	12		

MCC Program

Year **2015**

		Unit	Quantity			Total	Size		Notes
8.00	Shared Spaces	NSF	2011	2015	2020	NSF	2011	2015	
8.01	Break / Pantry	150	7	7	7	1,050	1,050	1,050	
8.02	Huddle Space	120	3	3	3	360	360	360	
8.03	Small Meeting Space	150	6	6	6	900	900	900	
8.04	Medium Conference	450	4	4	4	1,800	1,800	1,800	
8.05	Large Conference	750	2	2	2	1,500	1,500	1,500	
8.06	Break Out Space	40	0	0	0	-	-	-	
8.07	Touchdown	30	0	0	0	-	-	-	
8.08	Copy / Print / Mail	150	7	7	7	1,050	1,050	1,050	
8.09	Distributed File Storage	120	6	6	6	720	720	720	
8.10	General Storage	200	6	6	6	1,200	1,200	1,200	
						NSF	8,580	8,580	8,580
						USF	13,728	13,728	13,728

MCC Program

Year **2015**

		Unit	Quantity			Total	Size		
9.00	Special Spaces	NSF	2011	2015	2020	NSF	2011	2015	Notes
9.01	Reception	400	1	1	1	400	400	400	
9.02	Board Room	500	1	1	1	500	500	500	
9.03	IT Server Room	300	1	1	1	300	300	300	
9.04	Training Center - Small Classroom	300	0	0	0	-	-	-	
9.05	Training Center - Medium Classroom	400	0	0	0	-	-	-	
9.06	Training Center - Large Classroom	700	5	5	5	3,500	3,500	3,500	
9.07	Training Center - Break Out Space	100	3	3	3	300	300	300	
9.08	Training Center - Storage	300	1	1	1	300	300	300	
9.09	Conference Center - Small	300	1	1	1	300	300	300	
9.10	Conference Center - Medium	600	1	1	1	600	600	600	
9.11	Conference Center - Large	900	1	1	1	900	900	900	
9.12	Lunchroom	500	1	1	1	500	500	500	
9.13	Lunchroom Storage	200	1	1	1	200	200	200	
					NSF	7,800	7,800	7,800	
					USF	12,480	12,480	12,480	

MCC Space Codes

SPACE		SF	
Private Office	O-1	300	CEO
Private Office	O-2	240	Senior VPs and Managing Dir.
Private Office	O-3	120	Directors and Associate Directors
Open Workstation	WS-1	80	Workstation
Open Workstation	WS-2	64	Workstation
Open Workstation	WS-3	48	Workstation
Shared Space	BR-1	100	Break / Pantry
Shared Space	BR-2	150	Break / Pantry
Shared Space	HU-1	100	Huddle Space
Shared Space	SM-1	120	Small Meeting Space
Shared Space	CR-1	220	Medium Conference
Shared Space	CR-2	300	Large Conference
Shared Space	CR-3	400	Board Room
Shared Space	BO-1	40	Break Out Space
Shared Space	TD-1	30	Touchdown
Shared Space	CP-1	100	Copy / Print / Mail
Shared Space	CP-2	150	Copy / Print / Mail
Shared Space	ST-1	100	Storage
Shared Space	ST-2	200	Storage

NOTES